



CITY OF
South San Francisco
CALIFORNIA

CITY-WIDE RECORDS RETENTION SCHEDULES

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Amended February 23, 2005 – Resolution 21-2005

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City of South San Francisco
Record Retention Schedules and UFIRST™ Index

TABLE OF CONTENTS

File series not addressed in the retention schedule should be considered routine in nature and should be identified as “General Information & Administration”, and should be reviewed annually for relevance to current projects or subjects unless specific laws, decisions or opinions would apply to the file series. If a file series is not addressed in the attached schedule and the department believes other legal requirements apply or it is an essential record either for legal, historical, fiscal or administrative value, then that series can be added to the retention schedule. The retention schedule is not a “permanent” document, but flexible in nature to accommodate legal, administrative, or fiscal policy changes.

Department / Record Series Title	Series Code	Page
Legend		19
City-wide Administration	01-00-00	21
City Attorney	02-00-00	25
City Clerk	03-00-00	26
City Manager	04-00-00	35
Economic & Community Development	05-00-00	37
Finance	06-00-00	43
Fire Department	07-00-00	50
Human Resources	08-00-00	56
Information Technology	09-00-00	66
Library	10-00-00	68
Parks & Recreation	11-00-00	69
Police Department	12-00-00	77
Public Works	13-00-00	87
CITYWIDE ADMINISTRATIVE FUNCTION (ALL DEPARTMENTS)	01-00-00	21
Accounts Payable	01-01-09	21
Adjacent Cities	01-03-06	23
Administrative Materials	01-01-00	21
Administrative Policies & Procedures	01-01-04	21
Bid Summaries	01-05-02	24
Bids - Successful	01-05-03	24
Bids - Unsuccessful	01-05-04	24
Budget Workpapers, Departmental	01-01-08	21
CDBG Grant Applications & Agreements Working Files	01-04-03	24
City-sponsored Event Planning	01-02-06	22
Community Information/Events	01-02-05	22
Community Organizations/Foundations	01-02-03	22
Complaint Files	01-02-04	22
Correspondence & Reports - External	01-01-02	21

City of South San Francisco
Record Retention Schedules and UFIRST™ Index

Department / Record Series Title	Series Code	Page
Correspondence & Reports - Internal	01-01-03	21
County Agencies	01-03-05	23
Federal Agencies	01-03-02	22
Grant Administration	01-04-00	23
Grant Applications & Agreements Working Files	01-04-02	23
Historical Information/Events	01-02-07	22
Materials from Agencies & Other Cities - Non-project Related	01-03-00	22
Professional Associations/Organizations	01-02-02	22
Purchasing & Material Acquisition	01-05-00	24
Records Inventories & Indices	01-01-10	21
Reference Materials	01-02-00	22
Regional/National Agencies	01-03-04	23
Special Districts	01-03-07	23
Staff, Interdepartmental & Internal Committee Meetings	01-01-05	21
State Agencies	01-03-03	23
Supervisor's Personnel Files	01-01-07	21
Surveys, Studies & Questionnaires - General City	01-01-06	21
Technical Reference	01-02-08	22
CITY ATTORNEY	02-00-00	25
City Attorney Records	02-01-00	25
Departmental Projects	02-01-02	25
Litigation	02-01-03	25
CITY CLERK	03-00-00	26
Administrative Files	03-03-02	28
Agenda Packets	03-02-03	27
Agenda Packets	03-03-10	29
Agreements / Contracts / MOUs	03-04-00	29
Animal Permits	03-01-11	26
Annexations	03-05-07	30
Appeals, Civil	03-01-13	27
Applications, Appointed	03-03-05	28
Applications, Submitted	03-03-04	28
Appointment History Database (EScribe)	03-03-06	28
Articles of Incorporation	03-01-14	27

City of South San Francisco
Record Retention Schedules and UFIRST™ Index

Department / Record Series Title	Series Code	Page
Assessment District Ballots & Protest Letters	03-05-03	30
Assessment Districts	03-05-02	30
Audio Meeting Recordings	03-02-07	27
Boards, Commissions & Committees	03-03-00	28
Campaign and Form 700 Tracking Database	03-07-02	33
Campaign Statements – Committees (Forms 460, 470, 497)	03-07-05	33
Campaign Statements – Elected (Forms 460, 470, 501, 497)	03-07-03	33
Campaign Statements – Unsuccessful (Forms 460, 470, 501, 497)	03-07-04	33
Candidate Filing Forms and Nomination Documents, Elected Officials	03-06-03	31
Candidate Filing Forms and Nomination Documents, Unsuccessful Candidates	03-06-04	32
Certificates of Election	03-06-08	32
Certificates of Insurance, Not Related to a Contract	03-01-05	26
City Council & Governing Bodies	03-02-00	27
City History Materials	03-01-12	26
City-owned Property	03-05-09	31
Clerk Administration	03-01-00	26
Commissioner's Manual	03-03-08	28
Council Actions Taken	03-02-05	27
Council Orientation Materials	03-06-07	32
Council Sponsored Measures	03-06-05	32
Destruction Certificates, Destruction Documentation and Department Destruction Logs	03-08-04	34
Easements, Deeds, Quitclaim Deeds & Grant Deeds	03-05-04	30
Elections Materials	03-06-00	31
Electronic Document Management Repository	03-08-02	33
Ethics Training Certifications	03-07-07	33
Fair Political Practices Commission	03-07-00	33
Form 800s	03-07-08	33
Grand Jury	03-01-06	26
Grant Agreements	03-04-04	30
Infrastructure Agreements	03-04-03	29
Initiative Measures, Referendums & Recall Petitions	03-06-06	32
Internal Information Requests	03-01-04	26
Legal Noticing	03-02-02	27
Meeting Notices	03-03-09	28
Meeting Recordings	03-03-13	29
Minutes	03-02-04	27
Minutes	03-03-11	29
Municipal Code	03-02-10	28

City of South San Francisco
Record Retention Schedules and UFIRST™ Index

Department / Record Series Title	Series Code	Page
Municipal Elections (General & Special)	03-06-02	31
Oaths of Office	03-01-08	26
Ordinances	03-02-08	27
Passport Application Transmittals	03-01-09	26
Precinct Records	03-06-09	32
Proof of Life	03-01-10	26
Property Related Records	03-05-00	30
Public Records Act and Information Requests, Hardcopy	03-01-03	26
Public Records Act Database	03-01-02	26
Real Property Acquisitions/Dispositions	03-05-08	31
Records Management	03-08-00	33
Records Management Manual & Policy	03-08-05	34
Records Retention Schedules	03-08-03	34
Recruitment Materials	03-03-03	28
Redistricting	03-06-10	32
Resolutions	03-02-09	28
Resolutions	03-03-12	29
Right of Way	03-05-05	30
Rosters	03-03-07	28
Service, Equipment & Supply Agreements	03-04-02	29
Settlement Agreements	03-04-05	30
Statement of Economic Interests (Form 700) – Designated Filers	03-07-06	33
Summons & Subpoenas	03-01-07	26
Vacations/Abandonments	03-05-06	30
Video Meeting Recordings	03-02-06	27
CITY MANAGER	04-00-00	35
Biographies	04-01-12	35
Ceremonial Items	04-01-06	35
City Manager Records	04-01-00	35
Council Events	04-01-04	35
Council Goals & Objectives	04-01-05	35
Emergency Operations Plan	04-01-13	36
Mayor & Councilmember Correspondence	04-01-07	35
Newsletters	04-01-09	35
Press Releases	04-01-08	35
Public Relations Information / Handouts / Speeches / Biographies	04-01-15	36

City of South San Francisco
Record Retention Schedules and UFIRST™ Index

Department / Record Series Title	Series Code	Page
Social Media Content	04-01-14	36
State & Federal Legislation	04-01-10	35
State of the City Presentations	04-01-03	35
Warn Notices	04-01-11	35
Weekly Reports to Council	04-01-02	35
ECONOMIC & COMMUNITY DEVELOPMENT	05-00-00	37
Acquisitions/ Dispositions	05-04-03	38
Affordable Housing Developments	05-08-03	40
Affordable Housing Grants / Loans (City Funds)	05-04-00	38
Annual Action Plans	05-07-05	39
Annual Reports	05-05-04	39
Annual Reports	05-13-03	42
Anti-Displacement Community Advisory Committee (CAC)	05-09-04	41
Anti-Displacement Program	05-09-00	40
Applications & Permits	05-12-02	41
Building	05-14-00	42
Building Improvement Projects	05-10-04	41
Building Permits - Residential & Commercial	05-14-03	42
CAPER	05-07-04	39
Certificates of Occupancy	05-14-04	42
Community Development Block Grants	05-07-00	39
Community Outreach	05-03-02	38
Consolidated 5 Year Plan	05-07-03	39
Deeds	05-10-02	41
Economic Advancement Center	05-02-00	37
Economic Development	05-01-00	37
Federal Grants	05-02-02	37
First Time Home Buyer Loans	05-08-05	40
For-Sale Below Market Rate Program	05-08-00	40
General Plan & Plan Amendments	05-13-02	42
Grant Project Files	05-07-02	39
Grant Reimbursement & Draw Requests	05-07-06	39
Housing	05-03-00	38
Loans	05-05-03	39
Loans	05-06-02	39
Loans	05-07-07	40

City of South San Francisco
Record Retention Schedules and UFIRST™ Index

Department / Record Series Title	Series Code	Page
Long Range Planning	05-13-00	42
Marketing Materials	05-01-04	37
Master Plans	05-13-05	42
Permit Management System	05-11-02	41
Permit Management System	05-14-02	42
Planning	05-11-00	41
Project Files	05-01-03	37
Project Files	05-04-02	38
Project Files	05-05-02	38
Project Files	05-08-02	40
Projects & Planning	05-12-00	41
Property Management	05-10-00	41
Property Management Documents	05-10-03	41
Relocation Assistance - Red Tag Ordinance	05-09-02	40
Rental Assistance	05-06-00	39
Resale Restriction Agreements	05-08-04	40
Small Business Assistance	05-09-03	40
Specific Plans	05-13-04	42
SRO Mobile Home Conversion	05-09-05	41
State Grants	05-02-03	37
State Grants	05-04-04	38
Strategic Plans	05-01-02	37
Successor Housing Agency	05-05-00	38
Workshops & Community Events	05-01-05	37
FINANCE	06-00-00	43
Accounts Payable	06-02-00	43
Accounts Receivable	06-03-00	44
ACFR Annual Financial Statement	06-04-02	44
Annual Budget	06-06-02	45
Annual Governmental Accounting Research System (GASB) Reports	06-09-02	46
Annual Individual Audits	06-04-04	44
AR Adjustments & Accruals	06-03-06	44
AR Billing	06-03-03	44
Assembly / Senate Bill Reports	06-06-06	45
Auditing	06-04-00	44
Bank Statements & Reconciliations	06-05-02	45

City of South San Francisco
Record Retention Schedules and UFIRST™ Index

Department / Record Series Title	Series Code	Page
Banking & Investing	06-05-00	45
Bond Issues & Loan Agreements	06-08-02	46
Bond Statements & Reports	06-08-03	46
Budget Adjustments	06-06-04	45
Budget Workpapers, Finance	06-06-03	45
Budgeting	06-06-00	45
Business License Files	06-07-02	46
Business Licensing	06-07-00	46
Capital Assets	06-10-02	47
Cash Receipts & Deposits	06-03-04	44
Certificates of Insurance	06-12-04	49
Claims Against the City	06-12-02	49
Collection Activities	06-03-05	44
Credit Card Statements	06-02-05	43
Debt Financing	06-08-00	46
Eden Financial Management System	06-01-02	43
Employee Payroll Files	06-11-03	48
Employee Time Sheets	06-11-02	47
Finance Administrative Insurance Policies	06-12-05	49
Financial Reporting	06-09-00	46
Fixed Asset Inventory	06-10-03	47
Fixed Assets	06-10-00	47
Gann Limit Reports	06-06-07	45
General Accounting Group	06-01-00	43
Investment Policy	06-05-05	45
Investments	06-05-03	45
Invoices	06-02-02	43
Journal Entries	06-01-03	43
Loss Run Reports	06-12-06	49
Master Fee Schedule	06-06-05	45
Measure W Reports	06-09-03	46
MOU's/ PERS	06-04-05	44
Other reports	06-08-04	46
Payroll	06-11-00	47
Payroll Accounts Payable/Garnishments	06-11-05	48
Payroll Registers	06-11-04	48
PERS Retirement Reports	06-11-06	48
Petty Cash	06-02-03	43

City of South San Francisco
Record Retention Schedules and UFIRST™ Index

Department / Record Series Title	Series Code	Page
Purchase Orders / Requisitions	06-02-07	43
Quarterly Returns	06-11-07	48
Requisition Invoices	06-12-03	49
Risk Management Records	06-12-00	49
Single Audit	06-04-03	44
State Controllers Reports	06-11-09	49
Surplus Property Disposition	06-10-04	47
Tax Billing, TOT	06-03-02	44
Tax Payments	06-02-04	43
Treasurer's Report to Council	06-05-04	45
Use Tax Reports	06-02-08	44
W-2s / W-2 Reporting	06-11-08	49
W-9 / 1099 Reporting	06-02-06	43
Year End Journal Entry Reports	06-01-04	43
FIRE DEPARTMENT	07-00-00	50
Annual Inspections	07-02-06	51
Business Emergency Response Team	07-07-04	55
Business Inspections	07-02-05	51
CentralSquare	07-02-02	50
Certifications & Course Completion	07-05-03	54
Community Emergency Response Team / LISTOS	07-07-03	55
Community Risk Reduction	07-07-00	55
Daily Small Equipment Logs	07-03-09	53
Daily Vehicle Inspection Log	07-03-08	53
Disaster Preparedness/Emergency Operations (EOC)	07-07-02	55
Emergency Medical Services	07-04-00	53
EMT-I/EMT-Basic Certification & Paramedic License Cards	07-04-05	53
ESO Fire RMS Software	07-01-02	50
False Alarm Reports	07-02-09	51
Fire Administration	07-01-00	50
Fire Code Operational Permits	07-02-08	51
Fire Investigations	07-02-03	50
Fire Prevention	07-02-00	50
Fire Protection System Plan Reviews	07-02-04	51
Fire Suppression & Equipment	07-03-00	52
Fresh Air Compressor / SCBA Fill Station Inspections	07-03-06	52

City of South San Francisco
Record Retention Schedules and UFIRST™ Index

Department / Record Series Title	Series Code	Page
Hazardous Materials	07-06-00	55
Hazardous Materials Business Plans	07-02-10	51
Hazmat Training	07-06-02	55
Hose Testing Records	07-03-04	52
Incident Response Qualifications	07-05-05	54
Ladder Testing	07-03-05	52
Narcotic Administration Log	07-04-03	53
OSHA / Cal-OSHA Required Safety Training	07-05-04	54
Paramedic Check Sheets	07-04-04	53
Patient Care Reports	07-04-02	53
Permit Inspections	07-06-03	55
Personal Protective Equipment Inspections	07-03-02	52
Policies & Procedures	07-01-04	50
Property Damage Reports	07-03-07	53
Ride Alongs	07-01-06	50
SCBA Fit & Flow Test	07-03-03	52
Shift Rosters	07-01-03	50
Special Event Permits	07-02-07	51
Strike Team Activities	07-01-05	50
Training	07-05-00	54
Training Materials & Schedules	07-05-02	54
HUMAN RESOURCES	08-00-00	56
ADA Requests & Accommodations	08-10-05	64
Administration	08-01-00	56
Agenda Packets	08-06-03	61
Appeals	08-07-07	62
Background Checks - Hired Candidates	08-08-03	63
Background Checks - Non-hired Candidates	08-08-04	63
Benefit Billing / Invoices	08-03-03	58
Benefit Plan Reporting & Disclosure Records	08-03-02	58
Benefits	08-03-00	58
CalOSHA Logs	08-10-08	64
CalPERS Records	08-04-00	59
Classification & Compensation	08-05-00	60
Classification & Compensation	08-05-02	60
Classifications and Appointments	08-05-06	61

City of South San Francisco
Record Retention Schedules and UFIRST™ Index

Department / Record Series Title	Series Code	Page
Deferred Compensation Committee	08-06-00	61
DOT Random Drug Testing Program	08-10-04	64
EEO-4 Reports	08-01-04	56
Employee / Personnel Files	08-02-02	57
Employee Accident Reports / First Aid Only	08-10-07	64
Employee Benefit & Medical File	08-02-04	57
Employee Disciplinary Actions	08-02-08	58
Employee Files	08-02-00	57
Employee Programs	08-01-03	56
Employee Workers Compensation & Exposure Records	08-02-06	58
Employment Complaints (EEO/DFEH) and/or Investigation Files	08-07-06	62
Ergonomic Requests & Accommodations	08-10-06	64
Grievances	08-07-05	62
Hourly Employee / Personnel File	08-02-03	57
Human Resources Procedures and Policies	08-01-02	56
I-9 Forms - Full Time Employees	08-02-09	58
Injury & Illness Prevention Program (IIPP) Plan	08-10-02	63
Job Classifications	08-05-03	60
Labor Negotiations	08-07-03	61
Labor Relations	08-07-02	61
Labor Relations Records	08-07-00	61
Memorandum of Understanding	08-07-04	61
Minutes	08-06-04	61
Motor Vehicle Pulls (DMV)	08-10-03	63
Plan Contracts & Plan Amendments	08-04-02	59
Plan Governance Records	08-06-02	61
Rate Changes	08-04-03	59
Reasonable Accommodation Records	08-02-07	58
Recruitment	08-08-00	62
Recruitment File	08-08-02	62
Retiree Medical Benefits	08-03-04	59
Retiree Medicare Rebates	08-03-05	59
Safety & Workers Compensation	08-10-00	63
Safety Committee	08-09-00	63
Safety Inspections	08-09-02	63
Salary Schedule	08-05-04	60
Salary Surveys & Studies	08-05-05	60
Training	08-11-00	65

City of South San Francisco
Record Retention Schedules and UFIRST™ Index

Department / Record Series Title	Series Code	Page
Training Programs	08-11-02	65
Unemployment Claim Records	08-01-05	56
Union Representatives / Organizations	08-07-08	62
USERRA Leave Records	08-02-05	57
Valuation Reports	08-04-04	59
Volunteer workers	08-01-06	56
Workers' Compensation Excess Insurance	08-10-10	65
Workers' Compensation Loss Run Reports	08-10-11	65
Workers' Compensation Third Party Administrator Communications	08-10-09	64
INFORMATION TECHNOLOGY	09-00-00	66
Backup and Recovery Plans	09-03-00	66
Drive Backup System	09-03-02	67
E-mail Archive System	09-03-03	67
General Information & Administration Technologies	09-01-00	66
IT Help Desk	09-01-02	66
IT Initiated Projects	09-02-03	66
IT Projects & Licensing Records	09-02-00	66
Licenses	09-02-02	66
Network Logs	09-01-05	66
Routine Building Surveillance	09-01-03	66
Social Media Posts	09-01-04	66
Transitory Electronic Communications	09-01-06	66
LIBRARY	10-00-00	68
Administration	10-01-00	68
California Library Statistical Report	10-01-02	68
Grants	10-01-03	68
Homework Program Attendance	10-02-03	68
Homework Program Registration	10-02-02	68
Incident Reports	10-01-04	68
Literacy Services	10-02-00	68

City of South San Francisco
Record Retention Schedules and UFIRST™ Index

Department / Record Series Title	Series Code	Page
PARKS & RECREATION	11-00-00	69
10 Year Assessment Reports	11-02-07	70
Accident / Incident Reports	11-04-12	72
Activity Guide	11-04-03	71
Adult Day Care Program/State Licensing	11-08-02	74
Adult Protective Services Mandated Reporting	11-08-07	75
Annual Trainings	11-01-04	69
Aquatics	11-06-00	73
Attendance Records	11-04-06	72
Attendance Tally Sheet	11-06-02	73
Capital Projects	11-02-03	70
Cash Drawer Base Amounts & Petty Cash	11-01-06	69
Childcare - Early Learning & YES	11-07-00	74
Children's Files	11-07-04	74
City Tree Inventory	11-03-06	71
Community Gardens	11-03-08	71
Contracted Instructors	11-04-09	72
Co-sponsorship	11-04-10	72
County Provided Training Program	11-08-05	75
Court Orders	11-07-07	74
CPS Mandated Reporting	11-07-05	74
Cultural Arts	11-09-00	76
Daily Cash Balances	11-01-03	69
Daily Opening / Closing Checklist	11-06-03	73
Emergency Action Plans	11-02-09	70
Emergency Action Plans	11-04-13	72
Facilities	11-02-00	69
Facility Inspections	11-02-05	70
Facility Inventories & Facility Assessment Reports	11-02-06	70
Facility Maintenance Projects	11-02-02	69
Facility Permits	11-02-04	70
Form C-1 Congregate Nutrition	11-08-08	75
Form C-2 Home Delivery Meals	11-08-09	75
Grant Applications & Agreements	11-01-02	69
Inspections	11-06-06	73
Maintenance Projects	11-03-04	71
Park History	11-03-02	70

City of South San Francisco
Record Retention Schedules and UFIRST™ Index

Department / Record Series Title	Series Code	Page
Parks	11-03-00	70
Parks & Recreation Administration	11-01-00	69
Parks Capital Projects	11-03-03	70
Participant Files	11-08-03	74
Pesticide Permits	11-03-09	71
Pesticide Specifications & Safety	11-03-11	71
Pesticide Usage Reports	11-03-10	71
Play Structure Inspection & Maintenance	11-03-05	71
Pool Maintenance Checklist	11-06-05	73
Protected Tree Permits	11-03-07	71
Public Art Loans	11-09-04	76
Public Art Purchases	11-09-05	76
Quarterly Art Shows	11-09-02	76
Recreation Management Software	11-04-02	71
Recreation Programs & Classes	11-04-00	71
Recreation Programs & Classes	11-04-04	72
Registration Forms	11-04-05	72
Registration Packets	11-07-06	74
Rental Permits	11-05-02	73
Rentals	11-05-00	73
S2-Security Access	11-02-08	70
Safety Trainings	11-01-05	69
Schedules/Daily Logs	11-05-03	73
Scholarships	11-04-07	72
SDS Information	11-06-07	73
Senior Nutrition Program Registration	11-08-04	75
Senior Services	11-08-00	74
Shift Reports	11-06-04	73
Sign-In/Out Forms	11-07-08	74
Site Inspections	11-08-06	75
Special Event Administration	11-04-11	72
Staff/Caregivers	11-07-03	74
State Licensing	11-07-02	74
Temporary Art Installations	11-09-03	76
Volunteers	11-04-08	72

City of South San Francisco
Record Retention Schedules and UFIRST™ Index

Department / Record Series Title	Series Code	Page
POLICE DEPARTMENT	12-00-00	77
187 - Murders	12-06-03	82
Accident/Incident Reports, Non-criminal	12-06-03	82
Accident/Incidents Reports, Fatality Collisions	12-06-03	82
Administration / Chief of Police	12-01-00	77
Administrative Staff Memos	12-01-03	77
Alcoholic Beverage Control (ABC) Applications	12-06-04	85
Alcoholic Beverage Control (ABC) Permits	12-01-02	77
Asset Seizure / Forfeiture Form	12-05-02	80
Auction Reports	12-05-03	81
Audio Recordings - Routine	12-05-06	81
Background Checks - Unsuccessful Candidates	12-04-03	80
Body Worn Cameras	12-05-07	81
Case Reports - All Other	12-06-03	82
Cash Receipt Books	12-06-05	85
Child Abuse	12-06-03	82
Child Molestation	12-06-03	83
Citizen Complaints	12-01-04	77
Civil Subpoenas	12-06-06	85
Clearance Letters	12-06-07	85
Criminal Background Checks	12-06-08	85
Criminal Investigations Bureau (CIB)	12-02-00	78
Daily Inspections	12-03-06	79
Drug / Sex Crime Registration	12-06-03	83
Equipment Calibrations	12-07-02	86
Evidence Purge / Disposition	12-05-04	81
Felony Cases, Non-permanent	12-06-03	83
Felony Cases, Permanent	12-06-03	83
Field Training	12-04-04	80
General Orders	12-01-05	77
Grant Applications & Agreements	12-01-06	77
Holding Facility	12-03-00	79
Informant Files	12-02-02	78
Inspections	12-03-05	79
Internal Affairs / Investigations	12-01-07	77
InTime	12-01-08	77
Jail Video Recordings	12-03-02	79

City of South San Francisco
Record Retention Schedules and UFIRST™ Index

Department / Record Series Title	Series Code	Page
Juvenile Commission Reports	12-03-04	79
Livescan Fingerprinting	12-06-09	85
Marijuana Related Crimes	12-06-03	83
Misdemeanors / Infractions	12-06-03	83
Missing Persons	12-06-03	84
Monthly DOJ/UCR/BACS (MACR) Report	12-06-10	85
NCIC Validations	12-06-11	85
Officer Involved Shootings	12-01-09	78
Officer Involved Shootings	12-06-03	84
Paid Overtime Sheets	12-01-10	78
Personnel & Training Records	12-04-00	80
Personnel Records	12-04-02	80
POST Reimbursements	12-04-07	80
Property & Evidence	12-05-00	80
Property Record / Receipts	12-05-05	81
Record Sealings, Adults	12-06-12	85
Record Sealings, Juveniles	12-06-13	86
Records	12-06-00	82
Registration Files - 11590 HS	12-02-03	78
Registration Files - 290	12-02-04	79
Registration Files - 457.1	12-02-05	79
Retiree Qualification Permits	12-01-11	78
Ride Along / Sit Along Requests	12-01-12	78
Robberies / Burglary	12-06-03	84
Sex Crimes	12-06-03	84
Stolen Vehicles	12-06-03	84
Subpoenas Duces Tecum	12-06-15	86
Sunridge Systems RIMS	12-06-02	82
Taxi Permits & Inspections	12-06-14	86
Temporary Holding Facility Questionnaire	12-03-03	79
Traffic & Parking Citations	12-07-03	86
Traffic Unit	12-07-00	86
Training Information Management System Database (TIMS)	12-04-05	80
Training Reimbursement Forms	12-04-06	80
Unattended Death / Suicide	12-06-03	84
Weapon Crimes	12-06-03	85

City of South San Francisco
Record Retention Schedules and UFIRST™ Index

Department / Record Series Title	Series Code	Page
PUBLIC WORKS	13-00-00	87
Adopt-A-Storm Drain	13-06-03	91
Agency Reporting	13-14-03	96
Agency Reports	13-01-06	87
Agendas/Agenda Packets	13-12-02	94
Bacteriological & Chemical Analysis, Raw Data and Testing	13-17-03	97
BAR Inspections	13-03-07	88
Benchmarking & Surveying	13-11-02	93
Biennial Inspection of Terminals (BIT) Audits	13-03-06	88
Biennial Inspection of Terminals (BIT) Records	13-03-05	88
Calibration	13-17-09	98
Capital Improvement Program	13-10-00	93
Capital Improvement Projects	13-10-02	93
Chain of Custody	13-17-06	97
Chemical Records	13-17-02	97
Chemicals	13-16-02	96
Citizen Requests	13-07-04	91
Code Enforcement	13-02-00	88
Code Enforcement Cases	13-02-02	88
Collections	13-04-02	90
Compost Pail Distribution Program	13-08-06	92
Contract Laboratories	13-17-11	98
Daily Operations Checklist	13-16-05	97
Daily Sample Logs	13-17-07	98
Daily Vehicle Inspection Log	13-03-10	89
Diesel & Gas Smog Inspections	13-03-09	89
Easements & Right-of-Way	13-11-03	94
Encroachment Permits	13-09-02	92
Engineering Division Permits	13-09-00	92
Environmental Compliance (Water Quality Control Plant)	13-14-00	95
Equipment Inventory	13-15-06	96
Facilities Permits	13-13-05	95
Fleet	13-03-00	88
Free Shuttle Program	13-08-05	92
Fuel Usage & Tax Reports	13-03-12	89
Grading Permits	13-09-03	92
Hauling Permits	13-09-04	92

City of South San Francisco
Record Retention Schedules and UFIRST™ Index

Department / Record Series Title	Series Code	Page
Hazardous Waste Manifests	13-03-13	89
Hazardous Waste Manifests	13-17-12	98
Infrastructure Inspections	13-01-07	87
Infrastructure Plans & Maps	13-01-05	87
Inspections & Assessments	13-05-04	90
Inspections & Assessments	13-06-04	91
Inspections & Assessments	13-07-06	91
Lab Certification	13-17-04	97
Lab Equipment Inventory	13-17-05	97
Lab Reports	13-17-10	98
Laboratory (Water Quality Control Plant)	13-17-00	97
Lead Operator Reports	13-16-04	97
Lift Stations	13-15-03	96
Lot Splits & Lot Line Adjustments	13-11-04	94
Maintenance (Water Quality Control Plant)	13-15-00	96
Maintenance Contracts	13-03-02	88
Maintenance Service Contracts	13-15-04	96
Material Procurement	13-08-03	92
Meter Reports	13-04-03	90
Minutes	13-12-03	94
Non-compliance Letters	13-08-04	92
NPDES Permits & Applications	13-14-02	95
On-call Agreements	13-09-08	93
Operations & Maintenance Manuals	13-16-03	97
Operations (Water Quality Control Plant)	13-16-00	96
Outreach, Education & Notifications	13-01-03	87
Oversize Transportation Permits	13-09-05	93
Parcel Map Working Files	13-11-05	94
Parking	13-04-00	90
Parking Permits	13-04-04	90
Plan Check Logs, Encroachments	13-09-06	93
Plan Reviews - Planning	13-11-06	94
Plant Walkthrough	13-15-05	96
Portable Diesel Equipment	13-03-08	89
Pretreatment Permits	13-14-05	96
Private Developments	13-11-00	93
Process Maintenance	13-15-02	96
Project Management System	13-01-02	87

City of South San Francisco
Record Retention Schedules and UFIRST™ Index

Department / Record Series Title	Series Code	Page
Public Works Administration	13-01-00	87
Safety Programs & Procedures	13-01-04	87
Sanitary Sewer Master Plan	13-05-03	90
SB 1383 Reporting	13-08-02	91
SCADA Reports	13-16-07	97
Service Contracts	13-13-02	95
Sewer Basin Cleaning	13-05-02	90
Sewer Spills	13-13-06	95
Sewers	13-05-00	90
Sidewalk & Outdoor Dining Permits	13-09-07	93
Standard Operating Procedure Manuals	13-17-08	98
Standard Operating Procedures	13-01-08	87
Storm Drains	13-06-00	90
Storm Lines & Catch Basin Cleaning	13-06-02	90
Street Cleanup Program	13-07-05	91
Street Lighting & Traffic Signals	13-07-03	91
Street Maintenance Projects	13-07-02	91
Streets	13-07-00	91
Subdivision Working Files	13-11-07	94
Sustainability	13-08-00	91
Time Cards	13-13-04	95
Tire Disposal Records	13-03-14	89
Tonnage Reports & Waste Hauling	13-16-06	97
Traffic Advisory Committee	13-12-00	94
Traffic Change Requests	13-12-04	94
Traffic Studies & Traffic Surveys	13-12-05	94
Utility Bills	13-13-03	95
Vehicle & Equipment Maintenance Records	13-03-03	88
Vehicle Pink Slips	13-03-04	88
Violation Notifications	13-14-04	96
Waste Water Administration (Water Quality Control Plant)	13-13-00	95
Weekly Fuel Island Inspections & Logs	13-03-11	89

RETENTION PERIOD ACRONYM LEGEND

ACT	While actively used or needed, such as software systems or duplicated records.
AD	Adoption date.
AE	After expiration of permit, license, etc.
AFP	After final payment of loan, grant, bond, etc.
AP	After approval
AR	After review of documents for relevance to current projects or subjects
AS	After separation from the City
AT	After termination of program, project, etc.
AU	After audit
C	Current calendar year
CL	After completion or closure of project, program, report, study, etc.
CM	Current month
CON	Confidential
CR	Creation date.
Dbase	Database. Retention period is While Active, such as while system, program, etc. is in use.
E	Election date
ELECTR	Electronic record
EY	Year event occurred
H	Historical
HC	Hard copy record
L	Life of board, building, business, registrant, improvement, system, vehicle, etc.
M	Number of months.
P	Permanent retention
Record	Information maintained by the City in the form of a hard copy document, an image of a hard copy document, information contained in a database, or an Electronic Record maintained pursuant to the Electronics Records Policy.
Rotating	Electronic system limitations for retaining video, audio, electronic communications, etc.
S	After policy, manual, item, etc. is superseded.
V	Vital record to the operations and disaster recover for the City.
Y	Number of Years
+[Number]	Number of years/months
*	Refer to Citations & Legal Basis for further instructions.
**	Refer to Description of Documents for further instructions.

CITATION AND RETENTION RESEARCH ACRONYM LEGEND

BPC	California Business & Professional Code
CCP	California Code of Civil Procedure
CCR	California Code of Regulations
CFC	California Fire Code
CFR	Code of Federal Regulations
DOJ	Department of Justice
EC	California Election Code
EVC	California Evidence Code
FC	California Financial Code
FMLA	Family & Medical Leave Act, 1993
GC	California Government Code
HSC	California Health & Safety Code
IFC	International Fire Code
LC	California Labor Code
NPDES	National Pollution Discharge Elimination System
PC	California Penal Code
RTC	California Revenue & Taxation Code
UFC	Uniform Fire Code
USC	United State Code
VC	California Vehicle Code
WIC	California Welfare & Institutions Code

01-00-00 CITYWIDE ADMINISTRATIVE FUNCTION (ALL DEPARTMENTS)

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
01-01-00	<u>Administrative Materials</u>					
01-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
01-01-02	Correspondence & Reports - External	Not related to a specific project.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Department Preference: Retain for the current year plus 2 years and review annually for reference to current projects or subjects.	City-wide		C+2, AR
01-01-03	Correspondence & Reports - Internal	Not related to a specific project.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Department Preference: Retain for the current year plus 2 years and review annually for reference to current projects or subjects.	City-wide		C+2, AR
01-01-04	Administrative Policies & Procedures	Includes personnel rules and regulations, department policies and general administrative policies and procedures.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines recommends retaining for 2 years after superseded.	City-wide		S+2
01-01-05	Staff, Interdepartmental & Internal Committee Meetings	Includes informal meeting agendas.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines	City-wide		EY+2
01-01-06	Surveys, Studies & Questionnaires - General City	Includes surveys through Survey Monkey, Connect Us, OpenForms, and other general surveys, studies and questionnaires.	GC 34090; 2 year minimum State of California Guidelines; 2 years after completion for general studies and surveys	City-wide		CL+2
01-01-07	Supervisor's Personnel Files	Includes supervisor files on employees. File sent to HR after employee separates from the City.	Transitory Record; Maintain as long as necessary for current business activities. GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.	City-wide		ACT
01-01-08	Budget Workpapers, Departmental	Workpapers used by the departments to request budget funds. Compiled into the annual budget by Finance.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit Department Preference: Maintain departmental budget workpapers until superseded plus 2 years since information is compiled into the final budget and/or Finance budget workpapers.	City-wide		S+2
01-01-09	Accounts Payable	Includes credit card transaction receipts, proof of life receipts, Council expense reimbursement forms (forms 1 - 5), employee statements of expense, invoices and other accounts payable related documents maintained by the departments in original format.	Duplicate records; Maintain accounts payable records for the current year plus 2 years to support the official records in Finance. Duplicate records must not be retained longer than the retention life of the official record.	City-wide		C+2
01-01-10	Records Inventories & Indices	Index to all permanent and inactive records maintained for departments in onsite and offsite storage locations . Includes reports from Corodata.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded	City-wide		S+2

01-00-00 CITYWIDE ADMINISTRATIVE FUNCTION (ALL DEPARTMENTS)

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
01-02-00	<u>Reference Materials</u>					
01-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
01-02-02	Professional Associations/Organizations	Professional associations and organizations where City staff are members. Includes correspondence, newsletters, event notifications and other related documents.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines	City-wide		C+2
01-02-03	Community Organizations/Foundations	Community organizations and foundations within the City or neighboring agencies. Includes correspondence, newsletters, event notifications and other related documents.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines	City-wide		C+2
01-02-04	Complaint Files	General complaints to City departments. Does not include claims against the City or formal complaints with the Police Department.	42 USC 1983; Settlement/resolution of complaint plus 7 years	City-wide		CL+7
01-02-05	Community Information/Events	Community events and information within the City or neighboring agencies. Includes correspondence, newsletters, event notifications and other related documents.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines	City-wide		C+2
01-02-06	City-sponsored Event Planning	For events sponsored and put on by the departments.	GC 34090; 2 year minimum requirement 21 CFR 1403.42; 3 years after last payment, * unless litigation, then 3 years after claim is filed/settled. Administrative Record, State of California Guidelines			C+3 *
01-02-07	Historical Information/Events	Plaques, scrapbooks, flags, photographs, street maps, significant sister city records.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines Department Preference: Retain permanently for historical value.	City-wide	H	P
01-02-08	Technical Reference	Includes manuals, how-to guides, instructions and other technical reference materials.	GC 34090.7; Duplicates and reference materials may be destroyed within the 2 year minimum requirement. Duplicates must not be kept longer than the retention life of the original record.	City-wide		ACT
01-03-00	<u>Materials from Agencies & Other Cities - Non-project Related</u>					
01-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
01-03-02	Federal Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Department Preference: Retain for the current year plus 2 years and review annually for reference to current projects or subjects.	City-wide		C+2, AR

01-00-00 CITYWIDE ADMINISTRATIVE FUNCTION (ALL DEPARTMENTS)

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
01-03-03	State Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Department Preference: Retain for the current year plus 2 years and review annually for reference to current projects or subjects.	City-wide		C+2, AR
01-03-04	Regional/National Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Department Preference: Retain for the current year plus 2 years and review annually for reference to current projects or subjects.	City-wide		C+2, AR
01-03-05	County Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Department Preference: Retain for the current year plus 2 years and review annually for reference to current projects or subjects.	City-wide		C+2, AR
01-03-06	Adjacent Cities	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Department Preference: Retain for the current year plus 2 years and review annually for reference to current projects or subjects.	City-wide		C+2, AR
01-03-07	Special Districts	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Department Preference: Retain for the current year plus 2 years and review annually for reference to current projects or subjects.	City-wide		C+2, AR
01-04-00	<u>Grant Administration</u>					
01-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
01-04-02	Grant Applications & Agreements Working Files	Departments are responsible for maintaining Chiefies of invoices paid toward grants and longer retention term applies, as needed. City Clerk is responsible for the executed grant agreement. All original grant agreements must be sent to the City Clerk's Office.	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. Retention may be longer as stated in the agreement.	City-wide		AFP+5 *

01-00-00 CITYWIDE ADMINISTRATIVE FUNCTION (ALL DEPARTMENTS)

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
01-04-03	CDBG Grant Applications & Agreements Working Files	Departments are responsible for maintaining Chiefies of invoices paid toward grants and longer retention term applies, as needed. City Clerk is responsible for the executed grant agreement. All original grant agreements must be sent to the City Clerk's Office.	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 4 years after grant closure for CDBG. * State recommends referring to grant application close-out procedures, if any. Retention may be longer as stated in the agreement.	City-wide		AFP+4 *
01-05-00	<u>Purchasing & Material Acquisition</u>					
01-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
01-05-02	Bid Summaries	Summary listing all project bid results for a particular project. Used for announcing lowest apparent bidder. Primarily public works and capital projects.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations of 4 years State of California Guidelines; 2 years for unsuccessful bids.	City-wide		C+4
01-05-03	Bids - Successful	Includes competitive bid quotes, associated RFPs, RFIs or RFQs, and project related documents. Capital improvement agreements are maintained separately and permanently by the City Clerk's Office.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations of 4 years State of California Guidelines; 5 years after audit for successful bids. Department Preference: 5 years after completion of project associated with the bid.	City-wide		CL+5
01-05-04	Bids - Unsuccessful	Includes competitive bid quotes, RFPs, RFIs or RFQs.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 for unsuccessful bids	City-wide		C+2

02-00-00 CITY ATTORNEY

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
02-01-00	City Attorney Records					
02-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
02-01-02	Departmental Projects	Includes legal opinions and review of documents for the departments.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded Department Preference: Maintain legal opinions for 2 years after the matter is closed. The State's guideline is inconsistent with the type of documents.	City Attorney		CL+2
02-01-03	Litigation	Duplicate of originals on file with the County. General cases: High profile cases:	GC 34090; 2 year minimum requirement State of California Guidelines; 7 years after closure for case records; maintain high profile cases permanently.	City Attorney		CL+7 P

03-00-00 CITY CLERK

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
03-01-00	Clerk Administration					
03-01-01	General Information & Administration	Includes internal and external general subject information, correspondence, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
03-01-02	Public Records Act Database	Includes requests processed through GovQA.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	City Clerk		DBase
03-01-03	Public Records Act and Information Requests, Hardcopy	Hardcopy log and requests, correspondence, documentation and responses that require city-wide coordination across departments by the City Clerk.	GC 34090; 2 year minimum requirement	City Clerk		CL+2
03-01-04	Internal Information Requests	Routine requests from staff for General Information & Administration and city operations. Transitory in nature.	GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement. Duplicates must not be kept longer than the retention life of the original record.	City Clerk		30 Days
03-01-05	Certificates of Insurance, Not Related to a Contract	Certificates provided by vendors for liability coverage not related to a contract.	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for liability and property insurance Department Preference: Maintain vendor certificates of insurance for the current year plus 2 years since the certificates expire annually.	City Clerk		C+2
03-01-06	Grand Jury	Responses to routine Grand Jury requests that are sent City-wide.	GC 34090; 2 year minimum requirement Department Preference: Maintain grand jury responses permanently for reference purposes.	City Clerk		ELECTR - P
03-01-07	Summons & Subpoenas	For records or property. (Excludes Police Department Summons & Subpoenas)	GC 34090; 2 year minimum requirement	City Clerk		C+2
03-01-08	Oaths of Office	Oaths for employees, elected officials, advisory bodies are maintained by the City Clerk's Office.	GC 34090; 2 year minimum requirement State of California Guidelines; 6 years after termination for elected officials.	City Clerk		AT+6
03-01-09	Passport Application Transmittals	Transmittals for passport applications received from the public. No sensitive information maintained.	GC 34090; 2 year minimum Passport Agent's Reference Guide; Maintain transmittal Chiefs for 24 months.	City Clerk		C+2
03-01-10	Proof of Life	Chiefies. Similar to a notary service typically for foreign residents. Validation of life for the person.	GC 34090; 2 year minimum requirement	City Clerk		C+2
03-01-11	Animal Permits	Includes annual permits for farm animals.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits	City Clerk		AE+2
03-01-12	City History Materials	Includes plaques, flags, photographs, street maps, sister city records and other significant historical records.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines Department Preference: Retain permanently for historical value.	City Clerk	H	P

03-00-00 CITY CLERK

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
03-01-13	Appeals, Civil	Appeals for Planning Commission.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.	City Clerk		C+2
03-01-14	Articles of Incorporation	Legal documents filed with CA secretary state to formally establish a corporation.	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent	City Clerk	V, H	P
03-02-00	City Council & Governing Bodies					
03-02-01	General Information & Administration	Includes internal and external general subject information, correspondence, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
03-02-02	Legal Noticing	Affidavits of Posting, Mailing and/or Publication Declarations, Proof of Publication, Ordinances, and Legal Publication indicating agendas and other notices are completed in compliance with state law and City Clerk department guidelines.	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years	City Clerk		C+4
03-02-03	Agenda Packets	Agenda, staff reports, supplemental communications and all other supporting documentation for City Council, Redevelopment Agency, Successor Agency, Public Financing Authority and Oversight Board regular and special meetings. Also includes digital speaker card registration. Packet finalized after the meeting is completed to include all materials.	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Department Preference: Maintain agenda packets for the current year plus 20 years for significant reference value. Hardcopy kept for 2 years and digitally for 20 years.	City Clerk		HC - C+1 ELECTR - C+20
03-02-04	Minutes	Includes City Council, Redevelopment Agency, Successor Agency, Public Financing Authority and Oversight Board regular and special meetings. Action minutes started in 2023 with summary minutes prior to that year. Includes all standing committees.	GC 34090e; Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent	City Clerk	V, H	HC - P ELECTR - P
03-02-05	Council Actions Taken	Summary record of council actions taken prepared after meetings for production of resolutions and ordinances. Helps with resolution and ordinance number assignment.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines	City Clerk		ELECTR - C+2
03-02-06	Video Meeting Recordings	Video streams through Granicus, local cable network and Zoom. Maintained to support the action minutes.	GC 54953.5; 30 days after recording Department Preference: Maintain meeting recordings for the current year plus 2 years for reference value.	City Clerk		C+2
03-02-07	Audio Meeting Recordings	Audio recordings maintained only for special Council meetings.	GC 54953.5; 30 days after recording Department Preference: Maintain meeting recordings for the current year plus 2 years for reference value.	City Clerk		C+2
03-02-08	Ordinances	Law, statute or regulation enacted by the City Council.	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent	City Clerk	V, H	HC - P ELECTR - P

03-00-00 CITY CLERK

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
03-02-09	Resolutions	Law, statute or regulation enacted by the City Council, Public Financing Authority and Redevelopment Agency.	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent	City Clerk	V, H	HC - P ELECTR - P
03-02-10	Municipal Code	Codification and Supplementation of the City's Municipal Code. Maintained in paper form by the City Clerk, and electronically on the City's website and on a USB drive for emergency purposes. Includes retention of one hard copy of previous Municipal Code.	GC 34090(e); Permanent for decisions of the City State of California Guidelines; Permanent	City Clerk	V, H	P
03-03-00	<u>Boards, Commissions & Committees</u>					
03-03-01	General Information & Administration	Includes internal and external general subject information, correspondence, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
03-03-02	Administrative Files	Attendance reports, web page development, meeting calendars, communications to staff liaisons, training and resource materials, appointment, termination and leave of absence correspondence, programmatic rules review, research and analysis.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines	City Clerk		C+2
03-03-03	Recruitment Materials	Includes annual Maddy Act Notices, annual and periodic notices of vacancy, press releases, social media distribution and other vacancy information.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines	City Clerk		C+2
03-03-04	Applications, Submitted	Includes applications for all boards and commissions applicants successful/unsuccessful valid from time of submittal.	GC 34090; 2 year minimum requirement State of California Guidelines; maintain not selected applications for 2 years after completion	City Clerk		CL+2
03-03-05	Applications, Appointed	Applications submitted as part of the Council recruitment/interview or Committee appointment process are retained as part of the Council agenda packet. Includes back-up material, resumes, and letters.	GC 34090; 2 year minimum requirement GC 40801; Maintain record of proceedings State of California Guidelines; 5 years after term of office	City Clerk		AT+5
03-03-06	Appointment History Database (EScribe)	Excel spreadsheet includes appointments, service and termination history and contact information.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	City Clerk		DBase
03-03-07	Rosters	Reflects current membership. Maintained electronically. Transitory in nature.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines Department Preference: Maintain rosters permanently for historical tracking of appointments.	City Clerk		P
03-03-08	Commissioner's Manual	City Boards, Commissions, and Committees' Handbook.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines	City Clerk		S+2
03-03-09	Meeting Notices	For all advisory bodies.	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years	City Clerk		C+4

03-00-00 CITY CLERK

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
03-03-10	Agenda Packets	Agenda, staff reports, supplemental communications, speaker cards, items received at the meeting and all other supporting documentation. Packet finalized after the meeting is completed to include all materials. Maintained by the secretary of the board, commission or committee.	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Department Preference: Maintain agenda packets for the current year plus 20 years for significant reference value.	City Clerk		HC - C+1 ELECTR - C+20
03-03-11	Minutes	Maintained by the secretary of the board, commission or committee. Includes hard copy/digital.	GC 34090e; Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent	City Clerk	V, H	HC - P ELECTR - P
03-03-12	Resolutions	For all board and commission related matters.	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent	City Clerk	V, H	P
03-03-13	Meeting Recordings	Audio and/or video recordings maintained for boards, commissions and committees. Maintained by the secretary of the board, commission or committee.	GC 54953.5; 30 days after recording Department Preference: Maintain meeting recordings for the current year plus 2 years for reference value.	City Clerk		C+2
03-04-00	<u>Agreements / Contracts / MOUs</u>					
03-04-01	General Information & Administration	Includes internal and external general subject information, correspondence, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
03-04-02	Service, Equipment & Supply Agreements	Vendors, product acquisitions, professional service agreements, services, individual employment, professional services and consultants, purchase, leases, licenses and all other general City agreements. Includes Contractual Agreements from date entered to and presenter services agreements.	CCP 337; Statutes of limitations of 4 years CCP 337.2; Statutes of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.	City Clerk	V	CL+4
03-04-03	Infrastructure Agreements	Capital improvement, development, subdivision, franchise, joint powers, mutual aid and other infrastructure related agreements. Labor MOUs are managed by HR.	GC 34090(a), Real property records, maintain CCP337, 337.1(a), 337.15; Statutes of limitations of 10 years maximum CCP 337; Statutes of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. HSC 19850; Life of Building, with exceptions. 29 USC 211(c); Maintain, indefinite 29 USC 203(m); Definitions 29 USC 207(g); Definitions State of California Guidelines; Permanent	City Clerk	V	ELECTR - P

03-00-00 CITY CLERK

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
03-04-04	Grant Agreements		29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.	City Clerk	V	AFP+5 *
03-04-05	Settlement Agreements		CCP 337; Statutes of limitations of 4 years State of California Guidelines; 5 years after termination for non-capital improvement agreements and contracts Department Preference: Maintain settlement agreements permanently to support the matter of settlement.	City Clerk	V	ELECTR - P
03-05-00	Property Related Records					
03-05-01	General Information & Administration	Includes internal and external general subject information, correspondence, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
03-05-02	Assessment Districts	Prop. 218 proceedings, election materials and engineers reports from the Public Works department.	GC 34090(a); Permanent for land and property records CCP 338; 3 year statute of limitations State of California Guidelines; Permanent	City Clerk		ELECTR - P
03-05-03	Assessment District Ballots & Protest Letters	Prop 218 proceedings.	GC 53753; 2 years after completion for ballots GC 53755; 2 years after completion for protests	City Clerk		CL+2
03-05-04	Easements, Deeds, Quitclaim Deeds & Grant Deeds	All original recorded documents must be maintained by the City Clerk.	GC 34090; 2 year minimum State of California Guidelines; Current year plus 2 years for solid waste and sanitary rate setting.	City Clerk		HC - C+2 ELECTR - P
03-05-05	Right of Way	Final right of way once recorded maintained by the City Clerk as a deed.	GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent	City Clerk		HC - P ELECTR - P
03-05-06	Vacations/Abandonments	Final vacations and abandonments once recorded maintained by the City Clerk as a deed.	GC 34090(a); Permanent for land and property records. State of California Guidelines; Permanent	City Clerk		HC - P ELECTR - P
03-05-07	Annexations	All city annexation related matters; municipal annexation.	GC 34090(a); Permanent for land and property records. State of California Guidelines; Permanent	City Clerk		HC - P ELECTR - P

03-00-00 CITY CLERK

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
03-05-08	Real Property Acquisitions/Dispositions	City-wide acquisitions / dispositions of City property.	GC 34090(a); Permanent for real property documents GC 6254; Record disclosure CCP 337.1; 5 years maximum after completion of construction or improvement CCP 337.15; 10 years after completion of construction or improvement 36 CFR 64.11; 3 years after last payment for public property acquisition. State of California Guidelines; Completion expiration plus 10 years for acquisitions.	City Clerk		P
03-05-09	City-owned Property	Includes the deeds and other backup information on acquisition of City-owned property.	GC 34090(a); Permanent for land and property records State of California Guidelines; 10 years after completion for property acquisition and disposition supporting documents.	City Clerk		HC - CL+10 ELECTR - P
03-06-00	Elections Materials					
03-06-01	General Information & Administration	Includes internal and external general subject information, correspondence, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
03-06-02	Municipal Elections (General & Special)	Includes ballot material Chiefies, voter database (spreadsheet), correspondence, and election notices and legal publications. Maintained electronically for historical purposes. Paper scanned and destroyed after 2 years. Original canvass information and statement of votes from the County Registrar of Voters are approved and incorporated by reference by City Council resolution. Certification of votes maintained permanently with the approved resolution.	EC 17000-1; Affidavits and indexes are 5 years EC 17300; 5 years after election for election rosters EC 17302-6; 6 months after election, if no contest, for election records GC 81009; Campaign reports, not including candidate's campaign statements GC 34090.7; Duplicate Chiefies may be destroyed at any time if the City Council has prescribed a procedure for destruction of duplicates per GC 34090.7. Non-records may be destroyed at any time. For all election documents where the State's requirement is permanent, but for which the County maintains the original documents.	City Clerk	H	HC & ELECTR - P Dbase
03-06-03	Candidate Filing Forms and Nomination Documents, Elected Officials	Elected officials. Submitted in order to qualify for candidacy; includes nomination petition, declaration of candidacy, optional candidate statement, signature and residency verification, consent forms, ballot designation worksheet, optional Code of Fair Campaign Practices declaration, filing checklists and candidate statement receipt. Nomination petitions may be viewed by the public but not Chiefied or distributed. Includes Oaths of Office. Maintained on CampaignDocs hosted system.	GC 34090; 2 year minimum requirement EC 17100; 4 years after term ends State of California Guidelines; 6 years after termination for elected officials.	City Clerk		HC & ELECTR - CL+5 DBase

03-00-00 CITY CLERK

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
03-06-04	Candidate Filing Forms and Nomination Documents, Unsuccessful Candidates	Unsuccessful candidates. Includes Oaths of Office.	GC 34460; Indefinite. Maintain copy of charter related documents in archives. EC 17000-1; Affidavits and indexes are 5 years EC 17300; 5 years after election for election rosters EC 17302-6; 6 months after election, if no contest, for election records GC 81009; Campaign reports, not including candidate's campaign statements	City Clerk		HC & ELECTR - CL+7 DBase
03-06-05	Council Sponsored Measures	For both successful and unsuccessful measures. Ballot question is approved by Council resolution. Direct arguments for and against measures, and argument rebuttal filer and author are filed with the City Clerk. Includes impartial analysis from City Attorney.	GC 34460; Indefinite. Maintain copy of charter related documents in archives. EC 17000-1; Affidavits and indexes are 5 years EC 17300; 5 years after election for election rosters EC 17302-6; 6 months after election, if no contest, for election records GC 81009; Campaign reports, not including candidate's campaign statements Department Preference: Maintain council sponsored measures for 5 years after closure of the election to match retention for Municipal Election materials.	City Clerk		HC & ELECTR - CL+7 DBase
03-06-06	Initiative Measures, Referendums & Recall Petitions	Includes petitions with original signatures.	EC 17200; 8 months after election closes for initiative and referendum petitions. EC 17400; 8 months after election/final examination for election recall petitions.	City Clerk	CON	HC & ELECTR - CL+5 DBase
03-06-07	Council Orientation Materials	Information relating to running for and qualifying for City Council and filing requirements and obligations. Revised and replaced each election.	GC 34090; 2 year minimum requirement Department Preference: Maintain for 2 years after superseded for relevance to subsequent elections.	City Clerk		HC & ELECTR - CL+7 DBase
03-06-08	Certificates of Election	Received from San Mateo County. Includes original reports and statements. copy attached to a resolution.	GC 81009(d); Maintain statements of elected officials indefinitely	City Clerk		ELECTR - P
03-06-09	Precinct Records	Precinct official material from date of election; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places. Includes notice of appointment of office and record of service.	EC 17501; Maintain precinct maps for 12 years after superseded Department Preference: Maintain precinct records for 12 years after the precinct map is updated to match retention for redistricting.	City Clerk		S+12
03-06-10	Redistricting	At conclusion of every 10 years, census data	EC 17501; Maintain precinct maps for 12 years after superseded			S+12

03-00-00 CITY CLERK

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
03-07-00	<u>Fair Political Practices Commission</u>					
03-07-01	General Information & Administration	Includes internal and external general subject information, correspondence, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
03-07-02	Campaign and Form 700 Tracking Database	Tracks noticing, correspondence and filing dates.	Transitory Record; Databases are maintained while active	City Clerk		DBase
03-07-03	Campaign Statements – Elected (Forms 460, 470, 501, 497)	FPPC Campaign Financial Disclosure Statements for Elected officials and candidate controlled and/or committees primarily formed to support or oppose them. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.	GC 81009(b); maintain elected indefinitely	City Clerk		HC & ELECTR - P Dbase
03-07-04	Campaign Statements – Unsuccessful (Forms 460, 470, 501, 497)	FPPC Campaign Financial Disclosure Statements for unsuccessful candidates for office including committees that directly support or oppose them. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.	GC 81009(b); 5 years for unsuccessful candidates	City Clerk		HC & ELECTR - CL+5 DBase
03-07-05	Campaign Statements – Committees (Forms 460, 470, 497)	FPPC Campaign Financial Disclosure Statements for general purpose and ballot measure committees. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.	GC 81009(e); 7 year requirement for originals	City Clerk		HC & ELECTR - CL+7 DBase
03-07-06	Statement of Economic Interests (Form 700) – Designated Filers	Positions designated in the City's Conflict of Interest Code file with the City Clerk.	GC 81009(e); 7 year requirement for originals GC 81009(f); 4 year requirement for Chiefies	City Clerk		HC & ELECTR - CL+7 DBase
03-07-07	Ethics Training Certifications	Mayor and City Councilmembers are required to file with City Clerk every two years by state law. Also sent to committee and commission members.	GC 53235(b); 5 years	City Clerk		HC & ELECTR - CL+5 DBase
03-07-08	Form 800s	Gift to Agency Reports (Form 801), Ceremonial Role Events and Tickets (Form 802), Behested Payment Reports (Form 803), Agency Report of New Positions (Form 804) and Public Official Appointments (Form 806) as applicable and necessary.	GC 81009(e); 7 year requirement for originals GC 81009(f); 4 year requirement for Chiefies per AB 1170	City Clerk		HC & ELECTR - CL+7 DBase
03-08-00	<u>Records Management</u>					
03-08-01	General Information & Administration	Includes internal and external general subject information, correspondence, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
03-08-02	Electronic Document Management Repository	Repository for official electronic records.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	City Clerk		DBase

03-00-00 CITY CLERK

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
03-08-03	Records Retention Schedules	Includes current schedules and revisions.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded Department Preference: Permanent for destruction tracking purposes.	City Clerk		ELECTR - P
03-08-04	Destruction Certificates, Destruction Documentation and Department Destruction Logs	Signed certificates indicating final disposition of documents which have met or exceeded approved retention policy guidelines and have been destroyed. Each Department / Division will also maintain a permanent file of destruction certificates and logs subject to annual audits by City Clerk staff.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded RCS Suggestion: Permanent for destruction approvals for tracking purposes.	City Clerk		HC - C+2 ELECTR - P
03-08-05	Records Management Manual & Policy	Manual of Records Management procedures and policy including instructions and forms. City Clerk will maintain one copy permanently. Departments to maintain current edition only.	GC 34090; 2 year minimum CCP 343; 4 years to commence action Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.	City Clerk		ELECTR - S+5

04-00-00 CITY MANAGER

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
04-01-00	City Manager Records					
04-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
04-01-02	Weekly Reports to Council	Periodic operational news and off-agenda reports to Council from the City Manager. Maintained electronically.	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports	CMO		C+2
04-01-03	State of the City Presentations	Includes presentations from the Mayor or City Manager on the state of the City.	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports Department Preference: Current year plus 2 years, * review annually for historical content	CMO	H *	C+2
04-01-04	Council Events	Events that councilmembers and/or the mayor may attend or host – planning timelines, invitations, program, script, attendance lists, recognition lists, invoices and follow up correspondence.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Department Preference: Current year plus 2 years, * review annually for historical content	CMO	H *	C+2, AR
04-01-05	Council Goals & Objectives	Includes goals and planning with department directors.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines recommends retaining for 2 years after superseded for departmental goals and objectives	CMO		C+2
04-01-06	Ceremonial Items	Includes certificates and proclamations for business, individuals, retirements, sister cities, gifts and other special requests and events.	GC 34090; 2 year minimum requirement Department Preference: Retain for the current year plus 2 years. * Potential historical content. Review annually for permanent retention.	CMO	H *	C+2, AR
04-01-07	Mayor & Councilmember Correspondence	General correspondence to or from outside sources.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines	CMO		C+2
04-01-08	Press Releases	Press releases sent out by the City Manager.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for press releases.	CMO		C+2
04-01-09	Newsletters	Electronic newsletter produced weekly. Maintained in PDF for retention purposes.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines Department Preference: * Review annually for historical content and maintain permanently, as determined.	CMO	H *	C+2, AR
04-01-10	State & Federal Legislation	Correspondence from the City Manager relating to legislation.	GC 34090; 2 year minimum requirement	CMO		C+2
04-01-11	Warn Notices	Notices from business about layoffs. Sent to Council. Required by the State.	GC 34090; 2 year minimum requirement	CMO		C+2
04-01-12	Biographies	Bios on Council city officials.	GC 34090; 2 year minimum requirement Department Preference: Keep Council Member biographies for 2 years after end of term.	CMO		AT+2

04-00-00 CITY MANAGER

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
04-01-13	Emergency Operations Plan	Created by communications director and collaborating with Emergency Services Captain; Fire Dept.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for emergency management and mutual aid strategic plans.	CMO		S+2
04-01-14	Social Media Content	Includes City-wide social media, newsletters, "Did You Know" column, calendars and other transitory communications via electronic sources.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines	CMO		C+2
04-01-15	Public Relations Information / Handouts / Speeches / Biographies	Public outreach.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 Department Preference: * Review before destruction for potential historical content and reclassification to Historical Information/Events as a permanent record.	CMO	H *	C+2

05-00-00 ECONOMIC & COMMUNITY DEVELOPMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
05-01-00	<u>Economic Development</u>					
05-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
05-01-02	Strategic Plans	Includes strategic planning for new and current business in the City.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after strategic plan is superseded.	ECD		S+2
05-01-03	Project Files	May include feasibility studies. Includes renderings, correspondence and legal documents, any other project related documents. May include feasibility studies.	CCP 337; Statutes of limitations of 4 years CCP 337.2; Statutes of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. State of California Guidelines; 5 years for feasibility studies	ECD	CON	CL+5
05-01-04	Marketing Materials	Includes advertisements, promotional brochures, property profile reports and other marketing materials.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 7 for external marketing materials, no citation listed	ECD		C+7
05-01-05	Workshops & Community Events	Community outreach.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for outreach	ECD		C+2
05-02-00	<u>Economic Advancement Center</u>					
05-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
05-02-02	Federal Grands		29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.	ECD		AFP+5 *
05-02-03	State Grants		29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.	ECD		AFP+5 *

05-00-00 ECONOMIC & COMMUNITY DEVELOPMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
05-03-00	<u>Housing</u>					
05-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
05-03-02	Community Outreach		GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for outreach	Housing		C+2
05-04-00	<u>Affordable Housing Grants / Loans (City Funds)</u>					
05-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
05-04-02	Project Files	Includes loan agreements, standard PLHA agreements and other project documents.	CCP 337.2; Statutes of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.	Housing	CON	CL+4
05-04-03	Acquisitions/ Dispositions		CCP 337.15; 10 years after completion of construction or improvement State of California Guidelines; Completion expiration 10 years for acquisitions.	Housing		CL+10
05-04-04	State Grants		29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.	Housing		AFP+5 *
05-05-00	<u>Successor Housing Agency</u>					
05-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
05-05-02	Project Files	Includes all project information from the former Redevelopment Agency, and associated documents. Includes renderings, correspondence and legal documents, any other project related documents. * Project files may include feasibility studies, which are confidential documents.	CCP 337; Statutes of limitations of 4 years CCP 337.2; Statutes of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. State of California Guidelines; 5 years for feasibility studies	Housing	CON	CL+5

05-00-00 ECONOMIC & COMMUNITY DEVELOPMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
05-05-03	Loans		24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.	Housing		AFP+5
05-05-04	Annual Reports	Compliance reports to the State.	24 CFR 570.490(d); 3 years for reports	Housing		CL+3
05-06-00	<u>Rental Assistance</u>					
05-06-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
05-06-02	Loans		24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.	Housing		AFP+5
05-07-00	<u>Community Development Block Grants</u>					
05-07-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
05-07-02	Grant Project Files	Includes applications and agreements and other financial documents and correspondence for monies provided by the City for First Time Homebuyers, Affordable Housing, Down Payment Assistance and Rehabilitation projects.	24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 24 CFR 982.158(f); 3 years State of California Guidelines; Closure of loan plus 3 years.	Housing		AFP+4
05-07-03	Consolidated 5 Year Plan	Required by HUD	GC 34090; 2 year minimum requirement 24 CFR 982.158(f); 3 years for HUD reports under Section 8 State of California Guidelines; 2 years after strategic plan is superseded.	Housing		S+3
05-07-04	CAPER	Includes program and financial information and produced by H&CD.	24 CFR 570.490; 3 years for reports	Housing		CL+3
05-07-05	Annual Action Plans	Required submission to HUD for entitled grant monies.	GC 34090; 2 year minimum requirement 24 CFR 570.490; 3 years for reports State of California Guidelines; 2 years after strategic plan is superseded.	Housing		S+3
05-07-06	Grant Reimbursement & Draw Requests	Departments are responsible for maintaining Chiefies of invoices paid toward grants and longer retention term records series, as needed.	24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report.	Housing		AFP+4

05-00-00 ECONOMIC & COMMUNITY DEVELOPMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
05-07-07	Loans		24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.	Housing		AFP+5
05-08-00	<u>For-Sale Below Market Rate Program</u>					
05-08-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
05-08-02	Project Files	Includes agreements, invoicing, payments, reports and other documents from subrecipients. Promissory notes, deeds, resale restriction agreements and other project records: Denied requests:	GC 34090; 2 year minimum requirement 29 CFR 97.42; grants must be kept for 3 years after final expenditure report. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.	Housing		AFP+5 * CL+2
05-08-03	Affordable Housing Developments	Funding comes directly from HUD for distribution by the City.	24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.	Housing		CL+2 AFP+5
05-08-04	Resale Restriction Agreements	Restrictions on property.	CCP 337; Statutes of limitations of 4 years CCP 337.2; Statutes of limitations of 4 years	Housing		CL+4
05-08-05	First Time Home Buyer Loans		24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.	Housing		AFP+5
05-09-00	<u>Anti-Displacement Program</u>					
05-09-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
05-09-02	Relocation Assistance - Red Tag Ordinance	Advocation services for assisting tenants at risk of displacement. May include payment assistance.	24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.	Housing		AFP+5
05-09-03	Small Business Assistance	Includes grants for small businesses to assist in maintaining business locations.	24 CFR 92.508; 5 years 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report State of California Guidelines; Closure of loan plus 3 years.	Housing		AFP+5

05-00-00 ECONOMIC & COMMUNITY DEVELOPMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
05-09-04	Anti-Displacement Community Advisory Committee (CAC)	Contains agenda packets and minutes.	GC 34090e; Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent	Housing		P
05-09-05	SRO Mobile Home Conversion	Includes conversion applications and relocation plans.	CCP 337; Statutes of limitations of 4 years CCP 337.1; Statutes of limitation of 4 years for improvements CCP 337.2; Statutes of limitations of 4 years	Housing		CL+4
05-10-00	Property Management					
05-10-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
05-10-02	Deeds		GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent	Housing		P
05-10-03	Property Management Documents	Reimbursements, financial expenditures, rent receipts, general maintenance, improvements, Chiefies of leases, Chiefies of audits and other property operations.	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Housing		C+4
05-10-04	Building Improvement Projects	Includes construction documents for building improvements.	CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.	Housing		CL+10
05-11-00	Planning					
05-11-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
05-11-02	Permit Management System	Used to manage permits. CentralSquare.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	Planning		DBase
05-12-00	Projects & Planning					
05-12-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
05-12-02	Applications & Permits	Includes land use and temporary permits. Images stored in the permit management system.	GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans HSC 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent	Planning		P

05-00-00 ECONOMIC & COMMUNITY DEVELOPMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
05-13-00	<u>Long Range Planning</u>					
05-13-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
05-13-02	General Plan & Plan Amendments	Includes elements and any amendments.	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent	Planning	V	P
05-13-03	Annual Reports	Required reports for compliance with state and county policies on reporting regarding the General Plan and Housing Element.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for periodic reports	Planning		C+2
05-13-04	Specific Plans	Includes specific plans, active transportation plans and associated amendments.	GC 34090(a); Real property records, maintain Permanently GC 4003, 4004; Maintain costs, records and plans HSC 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent	Planning		P
05-13-05	Master Plans		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.	Planning		S+2
05-14-00	<u>Building</u>					
05-14-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
05-14-02	Permit Management System	Building permit management software system. Includes a public portal for documents 2021 forward.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	Building		DBase
05-14-03	Building Permits - Residential & Commercial	Includes Site Plan, Floor Plan, Structural Plans, Structural Calculations, Soils Reports, Land Surveys, Pad Elevations, Special Inspection Reports, Plan Check Comments / Responses, Request for Waiver for Accessibility Requirements, Inspection Reports and Cards with wet signatures, and other documents for building projects. Attachments in the digital system.	HSC 19850; Building plans - Life of Building, with exceptions State of California Guidelines; Permanent	Building		P
05-14-04	Certificates of Occupancy	Stored on the shared drive, attached to the permit and the APN number.	GC 34090(a); Real property records, maintain State of California Guidelines; Life of business	Building		L

06-00-00 FINANCE

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
06-01-00	<u>General Accounting Group</u>					
06-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
06-01-02	Eden Financial Management System		Transitory Record: Maintain while active or until data is transferred to a new tracking system.	Finance		DBase
06-01-03	Journal Entries	Does not include year-end journal entries.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit	Finance		AU+2
06-01-04	Year End Journal Entry Reports		GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit Department Preference: Maintain for 5 years after the annual audit for reference and simplicity in destruction.	Finance		AU+5
06-02-00	<u>Accounts Payable</u>					
06-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
06-02-02	Invoices	Includes invoices and vendor information. Hardcopy invoices are scanned into Eden and paper maintained by the department.	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		AU+4
06-02-03	Petty Cash	Includes petty cash requests, receipts, approvals and other backup documentation. Maintained by administrative staff in departments but information is sent to Finance.	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		AU+4
06-02-04	Tax Payments	Includes payments on sales, gas and other taxes due.	GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed RTC 19530; 3 years after tax return is filed 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit	Finance		AU+5
06-02-05	Credit Card Statements	Currently in paper format.	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		AU+4
06-02-06	W-9 / 1099 Reporting	Also includes 1096 summary forms.	GC 34090; 2 year minimum requirement 26 CFR 31.6001; 4 years after tax return is filed RTC 19530; 3 years after tax return is filed 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 4 years after audit	Finance		AU+4
06-02-07	Purchase Orders / Requisitions	Administrative purchase orders and requisitions for encumbrances.	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		AU+4

06-00-00 FINANCE

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
06-02-08	Use Tax Reports	Reported to the BOE electronically and printed for reference. Includes sales & use tax reporting.	GC 34090; 2 year minimum requirement 26 CFR 31.6001; 4 years after tax return is filed RTC 19530; 3 years after tax return is filed 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 4 years after audit	Finance		AU+4
06-03-00	<u>Accounts Receivable</u>					
06-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
06-03-02	Tax Billing, TOT	Cannabis delivery and TOT receipts	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		AU+4
06-03-03	AR Billing	includes billing and backup	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		AU+4
06-03-04	Cash Receipts & Deposits	Includes cash, credit cards, credit card receipts, transient occupancy tax receipts and other miscellaneous revenue.	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		AU+4
06-03-05	Collection Activities	Sent to collections (CBA)	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		AU+4
06-03-06	AR Adjustments & Accruals	AR related adjustments & accruals	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		AU+4
06-04-00	<u>Auditing</u>					
06-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
06-04-02	ACFR Annual Financial Statement		GC 34090; 2 year minimum requirement State of California Guidelines; Permanent	Finance		P
06-04-03	Single Audit	Includes the general audit of City financials. Grant funded specifically for a program or subject. CDBG/TD. Transportation.	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent	Finance		P
06-04-04	Annual Individual Audits	Includes sales tax, utility users and other annual audits.	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent	Finance		P
06-04-05	MOU's/ PERS	Based on benefits and payroll information.	GC 34090; 2 year minimum requirement GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for audits, Permanent for PERS documents	Finance		P

06-00-00 FINANCE

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
06-05-00	<u>Banking & Investing</u>					
06-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
06-05-02	Bank Statements & Reconciliations	Both paper and electronic. Electronic versions uploaded to the shared drive.	GC 34090; 2 year minimum requirement 26 CFR 31.6001-1(e)(2); 4 years State of California Guidelines; 5 years after audit	Finance		AU+5
06-05-03	Investments	Broker notices, transaction confirmations, LAIF, endowments and other investment related statements.	GC34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; Permanent	Finance		P
06-05-04	Treasurer's Report to Council	Management report included in the agenda packet.	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports	Finance		C+2
06-05-05	Investment Policy	Presented to Council.	GC 34090; 2 year minimum requirement CCP 343; 4 years to commence action Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.	Finance		S+5
06-06-00	<u>Budgeting</u>					
06-06-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
06-06-02	Annual Budget	Includes general City and RDA/Successor Agency budgets. Incorporates department goals and objectives.	GC 34090; 2 year minimum requirement State of California Guidelines; 7 years after audit Department Preference: Maintain annual budgets permanently for reference.	Finance		P
06-06-03	Budget Workpapers, Finance	Includes workpapers, forecasts, correspondence and other budget creation related documents maintained by the departments.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit	Finance		AU+2
06-06-04	Budget Adjustments	Includes workpapers, forecasts, correspondence and other budget related documents for adjustments by Finance.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after audit	Finance		AU+2
06-06-05	Master Fee Schedule		GC 34090; 2 year minimum requirement	Finance		S+2
06-06-06	Assembly / Senate Bill Reports	AB1600/Developer Impact Fees. SB90 Police Reports	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent Department Preference: Maintain submitted reports for the current year plus 7 to follow the State's retention period for submitted reports.	Finance		C+7
06-06-07	Gann Limit Reports	Reporting for State appropriation limits.	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations	Finance		AU+4

06-00-00 FINANCE

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
06-07-00	<u>Business Licensing</u>					
06-07-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
06-07-02	Business License Files	Includes the applications, renewals, customer correspondence, articles of incorporation and the license. Maintained in Central Square. Electronic versions also maintained on the shared drive and in paper format for reference.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations State of California Guidelines; 4 years after termination of business	Finance		AT+4
06-08-00	<u>Debt Financing</u>					
06-08-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
06-08-02	Bond Issues & Loan Agreements	Includes water and wastewater loans, lease revenue bonds, special tax and other bonds.	GC 34090; 2 year minimum requirement GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statute of limitations of 10 years FC 30210; Maintain State of California Guidelines; Permanent for bond issues.	Finance		P
06-08-03	Bond Statements & Reports	Includes official statements, arbitrage, annual statements, bond disclosure, bond pay-offs, bond covenants and cash/surety bonds.	GC 34090; 2 year minimum requirement GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statute of limitations of 10 years FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration	Finance		AFP+10
06-08-04	Other reports	Arbitrary field report, CDIAC report. Continuing disclosure reports.	GC 34090; 2 year minimum requirement GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statute of limitations of 10 years FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration			AFP+10
06-09-00	<u>Financial Reporting</u>					
06-09-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
06-09-02	Annual Governmental Accounting Research System (GASB) Reports	Reporting to the agency charged with setting accounting and financial reporting standards for state and local governments.	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent	Finance		P
06-09-03	Measure W Reports	Measure W tax fund balancing and expenditure reporting to the public.	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent	Finance		P

06-00-00 FINANCE

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
06-10-00	<u>Fixed Assets</u>					
06-10-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
06-10-02	Capital Assets	Includes the depreciation schedule spreadsheet, backup documentation, ownership slips, auctions for disposition and other asset information.	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit Department Preference: Maintain depreciation schedules for 4 years after the annual audit to follow retention of asset inventories.	Finance		AU+4
06-10-03	Fixed Asset Inventory	Includes census of the fixed assets present in the City and the recorded fixed assets to track significant discrepancies and to trace the history of fixed assets. Legal obligation that must be done once a year.	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit for fixed asset inventories, no specific retention for depreciation schedules.	Finance		AU+4
06-10-04	Surplus Property Disposition	Disposition reporting for surplus equipment, vehicles and other property.	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit	Finance		AU+4
06-11-00	<u>Payroll</u>					
06-11-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
06-11-02	Employee Time Sheets	Maintained and signed electronically in the PDS tracking system.	GC 34090; 2 year minimum requirement 29 CFR 516.2; Maintain 29 CFR 516.6; 2 years RTC 19530; 3 years after tax return due RTC 19704; 6 year statute of limitations LC 1174; 2 years after pay period 26 CFR 31.6001-1; 4 years after tax return due 29 USC 255(a); 2 to 3 years statute of limitations for minimum wages State of California Guidelines; 6 years after audit	Finance		AU+6

06-00-00 FINANCE

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
06-11-03	Employee Payroll Files	Includes withholding orders, enrollments, retirement system, banking information, requests, one-off payroll items, W-4s, DE-4s, café forms and other payroll related documents for the individual employee.	GC 34090; 2 year minimum requirement LC 1174; 3 years for payroll records LC 1197.5(d); 2 years for payroll records 22 CCR 1085.2(c); 4 years for unemployment contributions 29 CFR 516.2(a)(10); Maintain 29 CFR 516.6; 2 years LC 1174; 2 years after pay period 29 USC 255(a); 2 to 3 years statute of limitations for minimum and unpaid wages 29 USC 1027, 1113, 1451 (ERISA) (6 years); Benefit plans for employees State of California Guidelines; 4 years after termination	Finance	CON	AS+6
06-11-04	Payroll Registers	Includes the register, workers compensation payments, check registers, paystubs for manual checks, leave accruals, journal entries, wire transfers, contractual increases by bargaining unit, time sheet summaries, health insurance and benefit changes, tax tables and other payroll processing documents.	GC 34090; 2 year minimum requirement GC 12946; 4 years after termination 29 CFR 516.2-6; 4 years after tax return filing 29 CFR 1627; 3 years State of California Guidelines; Permanent	Finance	CON	P
06-11-05	Payroll Accounts Payable/Garnishments	Support the payroll process and benefit payments.	GC 34090; 2 year minimum requirement RTC 19704; 6 year statute of limitations 29 USC 436; 5 years 26 CFR 31.6001-1; 4 years 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 3 years after termination	Finance		AS+6
06-11-06	PERS Retirement Reports	Employer contribution reports and circulars.	GC 34090; 2 year minimum requirement GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS working documents, 4 years after termination for employee deduction reports.	Finance		P
06-11-07	Quarterly Returns	Includes Form 941, DE9 and other quarterly returns.	GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed RTC 19530; 3 years after tax return is filed RTC 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit	Finance		AU+6

06-00-00 FINANCE

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
06-11-08	W-2s / W-2 Reporting		GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed RTC 19530; 3 years after tax return is filed RTC 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit	Finance	CON	AU+6
06-11-09	State Controllers Reports		GC 34090; 2 year minimum requirement State of California Guidelines; Permanent	Finance		P
06-12-00	<u>Risk Management Records</u>					
06-12-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
06-12-02	Claims Against the City	Transferred to the City Clerk's office after the claim is closed or denied.	GC 34090; 2 year minimum requirement 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure	Finance		CL+6
06-12-03	Requisition Invoices	Recover claims by the City for damage to City property.	GC 34090; 2 year minimum requirement 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure	Finance		CL+6
06-12-04	Certificates of Insurance	Maintained electronically for department reference to contracts and agreements for vendors: Not related to a contract or agreement:	GC 34090; 2 year minimum State of California Guidelines; Permanent for certificates of insurance from vendors and contractors. No citation referenced. Department Preference: Maintain certificates of insurance not related to a specific project or agreement for the current year plus 2 years to meet the minimum requirement of GC 34090.* Vendor related certificates follow the retention life of the contract. Refer to agreements and contracts under City Clerk section 02-04 and subsections.	Finance		Varies * C+2
06-12-05	Finance Administrative Insurance Policies	City acquired policies.	GC 34090; 2 year minimum State of California Guidelines; Permanent for liability and property insurance	Finance		P
06-12-06	Loss Run Reports	Provided with the invoices for the claim.	GC 34090; 2 year minimum requirement State of California Guideline: 2 years after completed	Finance		C+2

07-00-00 FIRE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
07-01-00	<u>Fire Administration</u>					
07-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
07-01-02	ESO Fire RMS Software	Used for incidents, inspection tracking and resident contact information. All training sessions and individuals are tracked through Target Solutions.	Transitory Record: Maintain while active or until data is transferred to a new tracking system.	Fire		DBase
07-01-03	Shift Rosters	Created and maintained in an Excel spreadsheet.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for schedules of officers on duty	Fire		S+2
07-01-04	Policies & Procedures	Includes interoffice procedures and directives from the Fire Chief. Maintained in Lexipol.	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent, no citation given.	Fire		P
07-01-05	Strike Team Activities	Used to submit forms for reimbursement from the State.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations of 4 years	Fire		C+4
07-01-06	Ride Alongs	Includes a waiver form for ride alongs.	CCP 340.5 Healthcare providers is 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. 8 CCR 3203(b)(1); Injury & Illness Prevention Program inspection records, maintain at least 1 year.	Fire		C+3
07-02-00	<u>Fire Prevention</u>					
07-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
07-02-02	CentralSquare	Used for annual inspections, plan reviews, permits and other activities.	Transitory Record: Maintain while active or until data is transferred to a new tracking system.	Fire		DBase
07-02-03	Fire Investigations	Non-Arson Arson with Great Bodily Harm Arson with Homicide	CCP 338; 3 year statute of limitations for action PC 800; 6 year statute of limitations after commission of the offense PC 799; No statutes of limitations on actions for murder. Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. CFC 104.6; 5 years for fire records Department Preference: Retain investigations of arson with great bodily harm permanently to support the associated case file in Police. Retain non-arson investigations for 10 years for history of the event.	Fire		CL+10 P P

07-00-00 FIRE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
07-02-04	Fire Protection System Plan Reviews	Includes plan checks for new building construction or improvements to fire-related systems, such as sprinklers, fire alarms, underground sprinkler work, etc. Fire Prevention maintains the plans after approval.	IFC 104.6; Retain for 5 years after renewal/expiration of fire permit State of California Guidelines; 3 years after completion of inspection Department Preference: Retain plan reviews for the life of the structure plus 2 years for historical tracking.	Fire		L+2
07-02-05	Business Inspections	Includes Fire Life Safety Inspections for new businesses, including Chiefies of the inspection and approvals.	UFC 104.6; Retain for 5 years after renewal/expiration of fire permit State of California Guidelines; 3 years after completion of inspection	Fire		CL+5
07-02-06	Annual Inspections	Includes inspection documents for schools, hotels & motels, multi-family (R2), apartments, vegetation / brush inspections and other types of business as required by law and/or fire code.	IFC 104.6; Retain for 5 years after renewal/expiration of fire permit State of California Guidelines; 3 years after completion of inspection	Fire		CL+5
07-02-07	Special Event Permits	Includes Christmas tree lots, temporary tents, hydrant use and other temporary use permits related for Fire. May include plans for seating, tents and other event materials.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits	Fire		AE+3
07-02-08	Fire Code Operational Permits	Includes alarms, sprinklers, energy storage and other construction related permits.	IFC 104.6; Retain for 5 years after renewal/expiration of fire permit State of California Guidelines; 3 years after completion of inspection	Fire		AE+5
07-02-09	False Alarm Reports	Used for tracking of resetting and checking alarm systems.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for false alarm records.	Fire		C+2
07-02-10	Hazardous Materials Business Plans	Plans provided by businesses that manage and dispose of hazardous materials.	GC 34090; 2 year minimum CCP 343; 4 years to commence action State of California Guidelines recommends retaining for 5 years after superseded.	Fire		S+5

07-00-00 FIRE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
07-03-00	Fire Suppression & Equipment					
07-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
07-03-02	Personal Protective Equipment Inspections	Annual tests.	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. 8 CCP 3203(b)(1); Injury & Illness Prevention Program inspection records, maintain at least 1 year. Department Preference: Possibility of defending an equitable indemnity claim up to 5 years	Fire		CL+5
07-03-03	SCBA Fit & Flow Test	Annual tests for both person and unit.	8 CCR 3203; IIPP training, at least 1 year State of California Guidelines; 2 years after superseded for training materials. Individual training information maintained by employee is retained for termination/separation plus 2 years, per State of California Guidelines Department Preference: Permanent for long term potential medical issues and varying retention periods of the citations.	Fire		P
07-03-04	Hose Testing Records		GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for equipment and gear logs.	Fire		C+2
07-03-05	Ladder Testing		GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for equipment and gear logs.	Fire		C+2
07-03-06	Fresh Air Compressor / SCBA Fill Station Inspections	Inspection by an outside company with resulting certificate of compliance.	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. State of California Guidelines; Current year plus 2 years for equipment and gear logs. Department Preference: Possibility of defending an equitable indemnity claim up to 5 years	Fire		CL+5

07-00-00 FIRE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
07-03-07	Property Damage Reports	Reports for equipment and vehicle damage repairs. Signed document.	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.	Fire		C+2
07-03-08	Daily Vehicle Inspection Log	Inspection of vehicles by drivers prior to driving. Required by the DOT. Includes safety equipment, liquid levels, tire condition, appearance, operations, lights and other aspects.	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.	Fire		C+2
07-03-09	Daily Small Equipment Logs	Includes Hurst, SCBA and Fresh Air Compressor forms.	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.			C+2
07-04-00	<u>Emergency Medical Services</u>					
07-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
07-04-02	Patient Care Reports	Includes refusal of care and the patient care report. Produced and maintained digitally in ImageTrend software system.	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. 22 CCR 70751; 7 years for patient records for adults, * 2 years after 18th birthday for unemancipated minors.	Fire	CON	CL+7 *
07-04-03	Narcotic Administration Log	Log of administration of narcotics and distribution of remaining narcotics.	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. Department Preference: Possibility of defending an equitable indemnity claim up to 5 years	Fire		CL+5
07-04-04	Paramedic Check Sheets	Forms used by paramedics to document equipment checks, narcotics inventories, order supplies. Three reports: Daily, monthly, medical supply order forms.	GC 34090; 2 year minimum requirement CCP 340.5; Healthcare providers; 3 years after occurrence or 1 year after the patient discovers the injury, whichever comes first. CCP 340.8; Exposure to hazardous substances; 2 years after exposure, or 2 years after patient discovers injury, whichever is later. Department Preference: Possibility of defending an equitable indemnity claim up to 5 years	Fire		CL+5
07-04-05	EMT-I/EMT-Basic Certification & Paramedic License Cards	Certification records and continued education records to validate requirements. Maintained in Target Solutions.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after termination/separation for certifications and designations	Fire	CON	AS+2

07-00-00 FIRE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
07-05-00	Training					
07-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
07-05-02	Training Materials & Schedules	Includes initial academy classes and other training classes. Filed by employee supervisor and Training Chief.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Fire		AS+7
07-05-03	Certifications & Course Completion	Records of certifications and courses completed by safety employees.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 7920.000 PRA, confidential record status State of California Guidelines; Current year plus 2 years for certificates and designations training.	Fire		AS+4
07-05-04	OSHA / Cal-OSHA Required Safety Training		GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Fire		AS+7
07-05-05	Incident Response Qualifications	Training for safety employees on incident response.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Fire		AS+7

07-00-00 FIRE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
07-06-00	Hazardous Materials					
07-06-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
07-06-02	Hazmat Training		GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Fire		AS+7
07-06-03	Permit Inspections	Reports submitted to the State by the inspectors.	GC 34090; 2 year minimum requirement 40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents. Department Preference: Maintain permit inspections permanently for potential environmental impact.	Fire		P
07-07-00	Community Risk Reduction					
07-07-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
07-07-02	Disaster Preparedness/Emergency Operations (EOC)	Includes maps and emergency planning. Veoci system.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for emergency management and mutual aid strategic plans.	Fire	V	S+2
07-07-03	Community Emergency Response Team / LISTOS	Includes rosters, volunteers, training materials, plans/maps, events, training supplies/equipment and other materials.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Fire	V	AS+7
07-07-04	Business Emergency Response Team	Includes rosters, volunteers, training materials, plans/maps, events, training supplies/equipment and other materials.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Fire	V	AS+7

08-00-00 HUMAN RESOURCES

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
08-01-00	Administration					
08-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
08-01-02	Human Resources Procedures and Policies		GC 34090; 2 year minimum requirement CCP 343; 4 years to commence action Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded. Department Preference: Maintain HR policies and procedures for 20 years after superseded to track the history.	HR		S+20
08-01-03	Employee Programs	Recognition/customer service	GC 34090; 2 year minimum requirement GC 12946; 4 years after completion	HR		C+2
08-01-04	EEO-4 Reports		29 CFR 1602; 2 years after creation of the record	HR		CL+2
08-01-05	Unemployment Claim Records		GC 12946; 4 years after completion 29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action State of California Guidelines; 3 years after termination for unemployment claims	HR		AS+4
08-01-06	Volunteer workers	Includes applications, waivers, placement forms; Information is generally kept by departments. Accepted applications: Denied applications:	GC 12946; 4 years after completion/position filled State of California Guidelines; 2 years after completion/position filled Denied applications maintained for 4 years after the position is filled to follow GC 12946.	HR / City-wide		AS+4 CL+4

08-00-00 HUMAN RESOURCES

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
08-02-00	Employee Files					
08-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
08-02-02	Employee / Personnel Files	Includes employment application, offer letter, employee policy acknowledgements, Personnel Action Forms (PAFs) and back-up documents, employee demographic information, licenses and certifications, performance evaluations, salary and position history, release authorizations, commendations, identification cards (ID's), training records, and other employee related information. The following employee information records are maintained separately: - pre-employment testing results and background check information - I-9 Forms - benefit and medical records - Workers' Compensation & exposure records	LC 1174; 3 year minimum for employee records 29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 4 years after termination or action 29 CFR 1910.1020; 30 years after employee termination State of California Guidelines; 3 years after termination for personnel files, 30 years after termination for medical records. Department Preference: Maintain personnel files for 30 years after separation due to medical and USERRA documents historically maintained within the personnel file.	HR	CON	AS+30
08-02-03	Hourly Employee / Personnel File	Includes employment application, offer letter, employee policy acknowledgements, Personnel Action Forms (PAFs) and back-up documents, employee demographic information, licenses and certifications, performance evaluations, salary and position history, release authorizations, commendations, identification cards (ID's), training records, and other employee related information. The following employee information records are maintained separately: - pre-employment testing results and background check information - I-9 Forms - benefit and medical records - Workers' Compensation & exposure records	LC 1174; 3 year minimum for employee records 29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 4 years after termination or action State of California Guidelines; 3 years after termination	HR	CON	AS+6
08-02-04	Employee Benefit & Medical File	Includes plan participation elections, protected leave requests and documentation, doctor's notes, and other medical information. Does not include Workers' Compensation or Exposure records. Does not include USERRA leave records.	8 CCR 15400; Maintain reports LC 90 - 139.6; 5 years for auditing LC 6410; OSHA, maintain 29 CFR 1627.3(b)(1); 1 year from action 29 CFR 1910.1020; 30 years after employee termination State of California Guidelines; 30 after completion/closure	HR	CON	AS+30
08-02-05	USERRA Leave Records		Uniform Services Employment and Reemployment Rights Act; Indefinite retention	HR		P

08-00-00 HUMAN RESOURCES

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
08-02-06	Employee Workers Compensation & Exposure Records	Job-Related Injuries & Illness Records, WC Claim Files, Exposures, Toxic and Bloodborne Pathogens Records	8 CCR 15400; Maintain reports LC 90 - 139.6; 5 years for auditing LC 6410; OSHA, maintain 29 CFR 1627.3(b)(1); 1 year from action 29 CFR 1910.1020; 30 years after employee termination State of California Guidelines; 30 after completion/closure	HR		AS+30
08-02-07	Reasonable Accommodation Records		29 CFR 1602.31; 2 years after separation	HR		AS+2
08-02-08	Employee Disciplinary Actions	Maintained in a separate file folder in the employee's personnel file for confidentiality. For Non-safety and Safety Employees.	GC 12946; Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees.	HR		CL+5
08-02-09	I-9 Forms - Full Time Employees	Supporting documents (SSN card, birth certificate, DL, etc.) Maintained electronically.	GC 12946; 2 years after completion/position filled GC 7920.000; Public Records Act, release of confidential information 29 CFR 1602.14; 1 year after position filled 29 CFR 1607; Maintain 29 CFR 1627.3(b)(1); 1 year from action 29 USC 211c; Maintain, no retention period stated USCIS Form I-9; Maintain for 3 years after completion or 1 year after employment is terminated, whichever is longer.	HR		AS+3
08-03-00	Benefits					
08-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
08-03-02	Benefit Plan Reporting & Disclosure Records	Employee Benefits Guide and plan documents provided to employees for medical, dental, vision, flexible benefits, short & long term disability, life/AD&D insurance, employee assistance program and other benefit plans. Includes: Annual benefit renewals from the broker. Forms filed with government agencies about the plan (Form 5500 including all required schedules and attachments) Actuarial statements and valuations. IRS determination letters. Wrap plan documents. Summary plan descriptions (SPDs), summaries of material modifications (SMMs); and Forms 1094/1095.	GC 34090; 2 year minimum GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after action	HR		S+4
08-03-03	Benefit Billing / Invoices	Provider Billing/Invoices	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit	HR		AU+4

08-00-00 HUMAN RESOURCES

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
08-03-04	Retiree Medical Benefits	Includes their retiree healthcare election form, carrier change forms (e.g., address, add/drop dependents), Medicare enrollment forms once they become eligible (these are also kept by the carrier). Retiree file may become a surviving spouse file as a spouse may remain on the City's retiree medical plan when the retiree passes. Files are moving from paper to electronic. Need for file ends upon death of covered member(s), or upon the member dropping their coverage (e.g., dual coverage with another agency, moving out of state and finding less expensive coverage).	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 4 years after termination or action State of California Guidelines; 3 years after termination	HR		AT+4
08-03-05	Retiree Medicare Rebates	File includes spreadsheets listing retirees rebated their Part B costs each quarter and the back-up documents can include Medicare statements.	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 USC 1113; 6 years after date of last action GC 12946; 4 years after termination or action	HR	CON	C+4
08-04-00	<u>CalPERS Records</u>					
08-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
08-04-02	Plan Contracts & Plan Amendments	Accessible electronically on the myCalPERS website. Original hardcopy maintained by the City Clerk.	GC 34090; 2 year minimum requirement GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents	HR		P
08-04-03	Rate Changes	Supplied by PERS for rate changes. Accessible electronically on the myCalPERS website.	GC 34090; 2 year minimum requirement GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents	HR		P
08-04-04	Valuation Reports	Supplied by PERS for rate changes. Accessible electronically on the myCalPERS website.	GC 34090; 2 year minimum requirement GC 12946; 4 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents	HR		P

08-00-00 HUMAN RESOURCES

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
08-05-00	<u>Classification & Compensation</u>					
08-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
08-05-02	Classification & Compensation	Includes reclassifications and other compensation related documents.	GC 34090; 2 year minimum GC 12946; 4 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 2 CCR 570.5; 5 years for pay schedules and special compensation records 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years.	HR		C+5
08-05-03	Job Classifications		GC 34090; 2 year minimum GC 12946; 4 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 2 CCR 570.5; 5 years for pay schedules and special compensation records 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years.	HR		C+5
08-05-04	Salary Schedule	Publicly available compensation schedule broken down by classification.	GC 34090; 2 year minimum GC 12946; 4 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 2 CCR 570.5; 5 years for pay schedules and special compensation records 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years. Department Preference: Maintain salary schedules for the current year plus 20 years to support requests by CalPERS. Maintained online for reference.	HR		C+20
08-05-05	Salary Surveys & Studies	Includes classification, wage rates	GC 34090; 2 year minimum requirement GC 12946; 4 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 2 CCR 570.5; 5 years for pay schedules and special compensation records 2 CCR 26; 5 years for various employment records 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years.	HR		C+5

08-00-00 HUMAN RESOURCES

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
08-05-06	Classifications and Appointments	Part of employee personnel file and HR recruitment lists.	GC 34090; 2 year minimum requirement 2 CCR 26; 5 years for various employment records	HR		C+5
08-06-00	<u>Deferred Compensation Committee</u>					
08-06-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
08-06-02	Plan Governance Records	Includes committee bylaws, Plan Documents, Adoption Agreements, fund offerings, account management, and plan review for compliance, best practices and competitiveness.	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent	HR		P
08-06-03	Agenda Packets	Full packets of Agenda, minutes, and supporting documents discussed at committee meetings.	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years	HR		C+2
08-06-04	Minutes	Minutes or other documents that memorialize the fiduciary responsibilities of the plan administrator.	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent	HR	V, H	P
08-07-00	<u>Labor Relations Records</u>					
08-07-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
08-07-02	Labor Relations	May include arbitrations, grievances, union requests, sexual harassment and civil rights, complaints, disciplinary actions.	GC 12946; 4 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees	HR	CON	AS+5
08-07-03	Labor Negotiations	Notes, notebooks, correspondence, contracts	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent	HR		P
08-07-04	Memorandum of Understanding		29 USC 211c; Maintain, indefinite 29 CFR 516.5(b); 3 years State of California Guidelines; Recommend Permanent retention without relevant statutes or regulations cited.	HR		P

08-00-00 HUMAN RESOURCES

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
08-07-05	Grievances	Hired employees, non-sworn: Hired employees, sworn:	GC 12946; 4 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees	HR	CON	AS+4 AS+5
08-07-06	Employment Complaints (EEO/DFEH) and/or Investigation Files	Including harassment complaints and separation agreements. Hired employees, non-sworn: Hired employees, sworn:	GC 34090; 2 year minimum requirement GC 12946; 4 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees	HR	CON	 AS+4 AS+5
08-07-07	Appeals	Includes Skelly hearings and arbitration.	GC 12946; Until resolved 29 CFR 1602.14; 1 year after action/change State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees	HR		AS+5
08-07-08	Union Representatives / Organizations	Includes correspondence and reviews with labor organizations. Does not include negotiation information.	GC 34090; 2 year minimum requirement Department Preference: Maintain correspondence and communications for the current year plus 2 years. Review annually for relevant content.	HR		C+2, AR
08-08-00	Recruitment					
08-08-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
08-08-02	Recruitment File	Files include job requisition, job postings, applications, resumes (if hired, retained in employee/personnel file), alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, rejection letters, eligibility lists, appointment information.	GC 12946; 4 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled	HR		CL+4

08-00-00 HUMAN RESOURCES

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
08-08-03	Background Checks - Hired Candidates	Pre-employment testing results and background check information. Includes DOJ fingerprinting, pre-employment physicals, reference checks, and other background checks for hired candidates. Hired employees, non-sworn Hired employees; sworn	GC 34090; 2 year minimum PC 832.5; 5 years for officer complaints State of California Guidelines; 3 years after termination/separation for hired general employees, Permanent for hired Safety Personnel; 2 years after position closes for Safety Personnel not hired.	HR		AS+4 P
08-08-04	Background Checks - Non-hired Candidates	Pre-employment testing results and background check information. Includes DOJ fingerprinting, pre-employment physicals, reference checks, and other background checks for non-hired candidates.	GC 34090; 2 year minimum GC 12946; 4 years after completion/position filled State of California Guidelines; 2 years after position closes for Safety Personnel not hired.	HR		CL+4
08-09-00	Safety Committee					
08-09-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
08-09-02	Safety Inspections	Safety inspections such as trip hazards and panic button testing. Includes binders with photos and comments on construction and other safety inspections performed by a third party safety consultant. Required by OSHA.	GC 34090; 2 year minimum requirement 29 CFR 1904.33; maintain OSHA reports for 5 years from the end of the calendar year they relate to. 8 CCR 14300.33; current year plus 5 years for OSHA 300 reports 8 CCR 10102; whichever is longer of the following: 5 years from date of injury; when audit findings are final. State of California Guideline: 5 years after completed	HR		CL+5
08-10-00	Safety & Workers Compensation					
08-10-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
08-10-02	Injury & Illness Prevention Program (IIPP) Plan	Plan establishing workplace objectives for accident and illness prevention.	GC 34090; 2 year minimum, 8 CCR 3204; 1 year for IIPP training records State of California Guideline: 5 years after superseded or expired	HR		S+5
08-10-03	Motor Vehicle Pulls (DMV)	Authorization forms, reports.	VC 1808.1; must pull record at least every 12 months	HR	CON	S

08-00-00 HUMAN RESOURCES

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
08-10-04	DOT Random Drug Testing Program	<p>Records of inspection, maintenance, and calibration of Evidential Breath Testing devices:</p> <p>Records of negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02:</p> <p>Records of alcohol test results indicating an alcohol concentration of 0.02 or greater; records of verified positive drug test results; documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results); SAP reports; and all follow-up tests and schedules for follow-up tests:</p> <p>Alcohol and controlled substance collection process documents:</p> <p>All filed physically by year completed.</p>	<p>49 CFR 40.333; 1 to 5 years depending upon document type. All documents must be maintain in a secured area.</p>	HR	CON	<p>C+5</p> <p>C+1</p> <p>C+5</p> <p>C+2</p>
08-10-05	ADA Requests & Accommodations	Accommodation requests, log, meeting notes, memos. Maintained electronically by employee.	<p>GC 34090; 2 year minimum requirement</p> <p>GC 12946; 4 years after completion</p> <p>29 CFR 1602.14 - 1 year after date created.</p>	HR		AS+4
08-10-06	Ergonomic Requests & Accommodations	Maintained electronically by employee.	<p>GC 34090; 2 year minimum requirement</p> <p>GC 12946; 4 years after completion</p> <p>29 CFR 1602.14 - 1 year after date created.</p>	HR		AS+4
08-10-07	Employee Accident Reports / First Aid Only	May be part of employee file and/or Risk Management files.	<p>GC 34090; 2 year minimum requirement</p> <p>42 USC 1983; Definitions</p> <p>29 CFR 1904.2-7; OSHA recordkeeping</p> <p>GC 25105.5; 5 years after closure/completion</p> <p>29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first.</p> <p>GC 910 - 913; 6 months to 1 year after event occurs.</p> <p>State of California Guideline; 7 years after settlement or closure</p>	HR		CL+7
08-10-08	CalOSHA Logs	OSHA 300 Log, 300-A Annual Summary, OSHA 301 Incident Report forms, and the privacy case list (if one exists).	<p>GC 34090; 2 year minimum requirement</p> <p>29 CFR 1904.33; 5 years for OSHA reports</p> <p>8 CCR 14300.33; 5 years for OSHA 300 reports</p> <p>8 CCR 10102; 5 years from date of injury</p> <p>State of California Guideline: 5 years after completed</p>	HR		CL+5
08-10-09	Workers' Compensation Third Party Administrator Communications	Correspondence, reports and General Information & Administration from the TPA.	<p>GC 34090; 2 year minimum requirement</p> <p>State of California Guidelines; Administrative Record</p> <p>Department Preference: Retain for the current year plus 2 years. Review annually for relevance to current subjects or matters.</p>	HR		C+2, AR

08-00-00 HUMAN RESOURCES

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
08-10-10	Workers' Compensation Excess Insurance	Includes the policy. Insurance pool with self insured retention (SIR).	GC 34090; 2 year minimum State of California Guidelines; Permanent for liability and property insurance	HR		P
08-10-11	Workers' Compensation Loss Run Reports	Monthly Reports	8 CCR 15400; Maintain reports 8 CCR 15400.2; 5 years 8 CCR 10102; 5 years LC 129(a); 5 years for auditing State of California Guidelines; State recommends Permanent retention, but no relevant statutes; Risk Management Reports (including Loss Analysis Reports) are 5 years after completion/closure.	HR		C+5
08-11-00	Training					
08-11-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
08-11-02	Training Programs	General Training, Mandated Training including Harassment Prevention and Violence Prevention Training, Safety Training. Includes sign-in sheets and training materials. Individual certificates of completion are maintained in employee/personnel files.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 7920.000; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	HR		C+7

09-00-00 INFORMATION TECHNOLOGY

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
09-01-00	<u>General Information & Administration Technologies</u>					
09-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
09-01-02	IT Help Desk	Support database that tracks requests for service and support.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	IT		DBase
09-01-03	Routine Building Surveillance	Does not include Police facilities.	GC 34090.6; 1 year for routine video monitoring	IT		1 Year Rotating
09-01-04	Social Media Posts	Maintained in third party software.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines	IT		C+2
09-01-05	Network Logs	Includes security logs and incident reports.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines Department Preference: Retain for the current year plus 1 year to satisfy the minimum 2 year requirement.	IT	CON	C+1
09-01-06	Transitory Electronic Communications	Includes e-mail, Teams meetings and other transitory communications via electronic sources: Texts manually deleted by each user: City staff should review Administrative Instruction 08 Electronic Communication Records Retention Policy for more details.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines * Electronic communications must be reviewed for content relevant to current projects or subjects. Communications that contain substantive information regarding City policies, decision-making, proceedings, projects, contractors or other contents that may later be important or useful for carrying out City business, or those that have longstanding, durable value to the City's functions and operations, should be retained according to the associated record series in the retention schedules. Review the email policy for further instructions and clarification.	City-wide		2 Year Rotating * 3 Months *
09-02-00	<u>IT Projects & Licensing Records</u>					
09-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
09-02-02	Licenses	Includes software EULA licenses, and maintenance and support agreements. Also may available on the vendor's website.	CCP 337; Statutes of limitations of 4 years CCP 343; Statutes of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.	IT		CL+4
09-02-03	IT Initiated Projects	Projects directly associated with IT and infrastructure management. Includes RFPs, agreements, evaluation scores, and other project related documents.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for service requests for maintenance.	IT		CL+2

09-00-00 INFORMATION TECHNOLOGY

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
09-03-00	Backup and Recovery Plans					
09-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
09-03-02	Drive Backup System	Provides daily incremental (synthetic) backups for servers. Older magnetic tapes exist and will be purged according to the retention period.	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Current month plus 1 year for monthly backups Department Preference: Maintain a 12 month rotating backup set to allow for electronic record retention compliance.	IT		CM+11M
09-03-03	E-mail Archive System	See Administrative Instruction 08 Electronic Communication Records Retention Policy for inbox and archive retention periods.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines	IT		2Y Rotating

10-00-00 LIBRARY

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
10-01-00	<u>Administration</u>					
10-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
10-01-02	California Library Statistical Report	Fiscal year report to State. State of the library, including personnel and salary, collections, programing and special section for requested information. Digital report kept locally.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.	Library		C+2
10-01-03	Grants	Incoming grants from the state, county, CDBG and miscellaneous grants. Digital files kept locally.	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.	Library		AFP+5 *
10-01-04	Incident Reports	Electronic stored on the shared drive.	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California; 7 years after closure for accident/incident reports	Library		CL+7
10-02-00	<u>Literacy Services</u>					
10-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
10-02-02	Homework Program Registration	Includes waivers, name, address, emergency contacts, medical information / allergies (children) and other registration information for children at the Gene Mullin Community Learning Center.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.	Library	CON	C+2
10-02-03	Homework Program Attendance	For children at the Gene Mullin Community Learning Center.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.	Library		C+2

11-00-00 PARKS & RECREATION

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
11-01-00	<u>Parks & Recreation Administration</u>					
11-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
11-01-02	Grant Applications & Agreements	Grants received from Federal, State, County and other sources.	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.	Admin		AFP+5 *
11-01-03	Daily Cash Balances	Track entire departments daily cash balances. Maintained via excel.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit	Admin		AU+4
11-01-04	Annual Trainings	Documentation of non-licensed or non-certified staff who have completed trainings to perform specific job duties (Example: to apply herbicides).	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 7920.000; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Admin		C+7
11-01-05	Safety Trainings	Documentation of staff who have completed safety courses both required by OSHA and optional trainings.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 7920.000; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Admin		C+7
11-01-06	Cash Drawer Base Amounts & Petty Cash	Daily tracking.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit	Recreation		C+4
11-02-00	<u>Facilities</u>					
11-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
11-02-02	Facility Maintenance Projects	Mostly electronic records. One-off projects are maintained in SeeClickFix.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.	Facilities / IT		CL+2

11-00-00 PARKS & RECREATION

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
11-02-03	Capital Projects	CIP's in Ebuilder and large non-CIP projects in paper format. Includes plans, specifications, submittals, RFPs, and bid documents.	GC 34090(a); Permanent for real property related documents GC 4003, 4004, Maintain CCP 337.15; 10 years State of California Guidelines; Permanent for capital improvements	Facilities		P
11-02-04	Facility Permits	Includes health certificates, elevators and other permits for facility operations.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for municipal facility rental / use permits	Facilities		AE+2
11-02-05	Facility Inspections	Inspections for facility operations.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years			C+2
11-02-06	Facility Inventories & Facility Assessment Reports	Periodic reports on facilities.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years for management reports	Facilities		C+2
11-02-07	10 Year Assessment Reports	Potentially performed every 10 years for the whole City.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years for management reports Department Preference; Maintain for 2 years after assessment report is superseded.	Facilities		S+2
11-02-08	S2-Security Access	Key access control maintained by P&R on S2 system. Excluding: Fire, PD, and Water Quality.	GC 34090; 2 year minimum requirement	Facilities		C+2
11-02-09	Emergency Action Plans	For active shooter, disaster, fire and other emergency actions.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for emergency management and mutual aid strategic plans.	Facilities		S+2
11-03-00	Parks					
11-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
11-03-02	Park History	Includes location, inventory, systems and other park information.	GC 34090(a); Real property records, maintain GC 4003, 4004; Maintain HSC 19850; Building Plans - Life of Building, with exceptions CCP 337.15; 10 years State of California Guidelines; Permanent	Parks		P
11-03-03	Parks Capital Projects	CIP type projects.	GC 34090(a); Permanent for real property related documents GC 4003, 4004, Maintain CCP 337.15; 10 years State of California Guidelines; Permanent for capital improvements	Parks		P

11-00-00 PARKS & RECREATION

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
11-03-04	Maintenance Projects	Includes bids and sChiefe of work for right-of-way, landscape, irrigation and general maintenance project documents.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects.	Parks		CL+2
11-03-05	Play Structure Inspection & Maintenance	Done through CityWorks. No paper records are generated.	CCP 338; 3 years for action State of California Guidelines; Completion plus 2 years for inspection records in Parks, and 2 years after audit for equipment inventories.	Parks		CL+3
11-03-06	City Tree Inventory	Information related to City property trees.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects. Department Preference: Maintain tree history files for the life of the tree plus 2 years for historical trending.	Parks		L+2
11-03-07	Protected Tree Permits	Includes applications, removal and pruning permits, and other information about residential and commercial trees.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits	Parks		AE+2
11-03-08	Community Gardens	Annual license for garden plots.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits	Parks		AE+2
11-03-09	Pesticide Permits	Annual license for use of pesticides.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for hazardous materials storage permits and pesticide application documents.	Parks		C+2
11-03-10	Pesticide Usage Reports	Manually tracked monthly and submitted annually to DPR upon facility inspection. Paper records.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for hazardous materials storage permits and pesticide application documents.	Parks		C+2
11-03-11	Pesticide Specifications & Safety	Includes pesticide labels and contents, and pesticide safety information.	29 CFR 1910.1020; Retain MSDS records for 30 years unless another record of what, where and when a chemical was used is maintained.	Parks		C+30
11-04-00	<u>Recreation Programs & Classes</u>					
11-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
11-04-02	Recreation Management Software	Software used to manage registration, attendance, payment and all other aspects of recreation programs and classes.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	Recreation		DBase
11-04-03	Activity Guide	Annual guide for programs available within the City.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years Department Preference: Maintain activity guides permanently for historical reference.	Recreation		P

11-00-00 PARKS & RECREATION

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
11-04-04	Recreation Programs & Classes	Includes curriculum, program rules, code of conduct, curriculum, City contact information filed by program. Kept in a combination of paper and in the Recreation Management Software system.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.	Recreation		C+2
11-04-05	Registration Forms	Includes waivers, names, address, emergency contacts and other registration related information. Some registration forms kept in the Recreation Management Software system.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.	Recreation	CON	C+2
11-04-06	Attendance Records	Sign in sheets and rosters for registered and drop-in classes. Some attendance sheets kept in the Recreation Management Software system.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.	Recreation	CON	C+2
11-04-07	Scholarships	Applications include sensitive personal information. Subsidized discount to eligible students.	GC 34090; 2 year minimum requirement	Recreation	CON	C+2
11-04-08	Volunteers	Includes the application, contact information, fingerprint verification, correspondence and any General Information & Administration about the volunteer.	GC 12946; 4 years after completion/position filled State of California Guidelines; 2 years after completion/position filled	Recreation	CON	AS+4
11-04-09	Contracted Instructors	Includes contracts, Livescan and other instructor information.	CCP 337(b); Statute of limitations of 4 years CCP 343; Statute of limitations of 4 years Department Preference: Maintain instructor files for 4 years after the instructor separates from the City.	Recreation		AS+4
11-04-10	Co-sponsorship	For approved non-profit groups that are recreational in nature and are designed to bring people of like-minded interest together.	GC 34090; 2 year minimum requirement	Recreation		C+2
11-04-11	Special Event Administration	Includes contact information, planning, supply acquisition, staffing, vendor applications and evaluations, outreach, Chiefies of contracts and other event organization information.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.	Recreation		C+2
11-04-12	Accident / Incident Reports	Includes minor injury accidents, incidents and other related reports. Major incidents are sent to Human Resources / Risk Management.	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions GC 25105.5; 5 years after closure/completion 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. GC 910 - 913; 6 months to 1 year after event occurs. State of California; 7 years after closure for accident/incident reports	Recreation		CL+7
11-04-13	Emergency Action Plans	For active shooter, disaster, fire and other emergency actions.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded	Recreation	V	S+2

11-00-00 PARKS & RECREATION

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
11-05-00	<u>Rentals</u>					
11-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
11-05-02	Rental Permits	Includes applications, proof of insurance, special permits (alcohol, music, etc.) and other rental documents for picnic, sports fields and courts, room rentals and other facility rentals. Aquatics pool rental permits and carbon Chiefies, along with signed acknowledgement of policies kept on site in paper and in CivicRec.	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.	Recreation		CL+4
11-05-03	Schedules/Daily Logs	Facility schedules, Logs completed by staff for after facility usage.	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for various logs.	Recreation		C+2
11-06-00	<u>Aquatics</u>					
11-06-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
11-06-02	Attendance Tally Sheet	Used to reconcile deposits. Tracked via CivicRec.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit	Recreation		C+4
11-06-03	Daily Opening / Closing Checklist	Checklists by lifeguards for pool conditions. Includes daily chemical and water testing logs. Tracked on paper and recorded via DigiQuatics.	GC 34090; 2 year minimum requirement	Recreation		C+2
11-06-04	Shift Reports	Tracks staff attendance and work schedules, daily issues and unusual activities, and other communications between lifeguards. Tracked in DigiQuatics.	GC 34090; 2 year minimum requirement	Recreation		C+2
11-06-05	Pool Maintenance Checklist	Checklists by staff and lifeguards for pool conditions. Includes daily chemical and water testing logs.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.	Recreation		C+2
11-06-06	Inspections	Pool lift and other permits	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years	Recreation		C+2
11-06-07	SDS Information	Safety Data Sheets - hard copy kept on site.	29 CFR 1910.1020; Retain MSDS records for 30 years unless another record of what, where and when a chemical was used is maintained.	Recreation		C+30

11-00-00 PARKS & RECREATION

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
11-07-00	<u>Childcare - Early Learning & YES</u>					
11-07-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
11-07-02	State Licensing	Childcare license and associated documents to maintain the license, including site inspections.	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years	Recreation		C+5
11-07-03	Staff/Caregivers	Includes permits, credentials, Livescan fingerprinting, and other information regarding caregivers. Also for special needs aides.	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years California Social Services Recommendation: 3 years after termination for personnel records.	Recreation	CON	AS+5
11-07-04	Children's Files	Includes registration, Individual Education Plans (IEP), field trip forms and licensing for child care.	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years 22 CCR 101221; 3 years after termination	Recreation	CON	AS+5
11-07-05	CPS Mandated Reporting	Required reporting for child abuse to CPS.	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions	Recreation	CON	CL+10
11-07-06	Registration Packets	Includes registration and child information, waivers and release of liability, including for special events and excursions.	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years 22 CCR 101221; 3 years after termination	Recreation	CON	AS+5
11-07-07	Court Orders	Restrictions on access to child, custody schedules	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years 22 CCR 101221; 3 years after termination	Recreation	CON	AS+5
11-07-08	Sign-In/Out Forms	Documents contain the child's name, parent or guardian signature and time checked in and out of program.	GC 34090; 2 year minimum requirement 22 CCR 101229.1; maintain sign-in sheet for 1 month State of California Guidelines; Current year plus 2 years	Recreation	CON	C+2
11-08-00	<u>Senior Services</u>					
11-08-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
11-08-02	Adult Day Care Program/State Licensing	Adult Daycare license and associated documents to maintain the license.	7 CFR 226.10(d); 3 years for claims against advances 22 CCR 78435; 7 years for all participant records	Recreation		C+7
11-08-03	Participant Files	Registration, intake forms including doctor evaluations.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. 7 CFR 226.10(d); 3 years for claims against advances 22 CCR 78435; 7 years for all participant records	Recreation	CON	C+7

11-00-00 PARKS & RECREATION

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
11-08-04	Senior Nutrition Program Registration	Files on seniors who participate in the program. Annual forms include the name, address, phone number, birth date, emergency contact information, nutritional assessments, and other information on seniors.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. 7 CFR 226.10(d); 3 years for claims against advances 22 CCR 78435; 7 years for all participant records USDA-CACFP-05-2010; Current year plus 3 years for nutrition program records	Recreation	CON	C+7
11-08-05	County Provided Training Program	Staff training on the nutrition program by the County. Staff then trains the volunteers.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 7920.000; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Recreation		C+7
11-08-06	Site Inspections	Performed monthly by the County to check whether the City is following protocol for food service.	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports County; Current year plus 5 years	Recreation		C+5
11-08-07	Adult Protective Services Mandated Reporting	Required reporting for child abuse to Adult Protective Services.	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions Department Preference: Maintain senior/elder abuse reports for the same retention as child abuse reports.	Recreation	CON	CL+10
11-08-08	Form C-1 Congregate Nutrition	County required form for Office of Aging & Adult Services funding. Monthly invoices, Contracts, Annual budgets, RFP's, Post-audits, Quarterly Monitoring reports, annual fiscal closeouts and client rosters.	County required retention based on approval/clearance for destruction from the State Dept of Aging. 22 CCR 78435; 7 years for all participant records USDA-CACFP-05-2010; Current year plus 3 years for nutrition program records	Recreation		AP+7
11-08-09	Form C-2 Home Delivery Meals	County required form for OAA funding. Monthly invoices, Contracts, Annual budgets, RFP's, Post-audits, Quarterly Monitoring reports, annual fiscal closeouts, clients rosters, client assessment files and weekly master route list. System in place during the pandemic and not currently providing the services.	County required retention based on approval/clearance for destruction from the State Dept of Aging. 22 CCR 78435; 7 years for all participant records USDA-CACFP-05-2010; Current year plus 3 years for nutrition program records	Recreation		AP+7

11-00-00 PARKS & RECREATION

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
11-09-00	Cultural Arts					
11-09-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
11-09-02	Quarterly Art Shows	Registration applications, including art piece submissions.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect.	Recreation		C+2
11-09-03	Temporary Art Installations	Proposals and agreements.	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect.	Recreation		C+2
11-09-04	Public Art Loans	Proposals, agreements, maintenance care and instructions, site plans, RFQ and RFPS when applicable.	CCP 337.2; Statute of limitations of 4 years CCP 343; Statute of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. State of California Guidelines; Maintain agreements and contracts for 5 years after closure or completion.	Recreation		CL+5
11-09-05	Public Art Purchases	Proposals, agreements, maintenance care and instructions, site plans, RFQ and RFPS when applicable.	CCP 337.2; Statute of limitations of 4 years CCP 343; Statute of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. State of California Guidelines; Maintain agreements and contracts for 5 years after closure or completion.	Recreation		CL+5

12-00-00 POLICE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
12-01-00	<u>Administration / Chief of Police</u>					
12-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
12-01-02	Alcoholic Beverage Control (ABC) Permits	Includes one day events. ABC form 221.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for temporary use permits	Chief / Admin		AE+2
12-01-03	Administrative Staff Memos	General status updates on current projects and items of interest.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines	Chief / Admin		S+2
12-01-04	Citizen Complaints	Complaints received by citizens not related to an officer or employee.	42 USC 1983; Settlement/resolution of complaint plus 7 years	Chief / Admin		CL+7
12-01-05	General Orders	Maintained in Lexipol.	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent, no citation given.	Chief / Admin	CON	P
12-01-06	Grant Applications & Agreements	Department maintains, requests, grant agreements, project log, invoices and other background documents.	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants 24 CFR 570.502(a)(7)(i)(a); Deeds/CDBG activities, 4 years after closure of loan State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any.	Chief / Admin		AFP+5 *
12-01-07	Internal Affairs / Investigations	Also includes officer involved deaths. Member of public complaint with sustained finding: Member of public complaint with no sustained finding: Internally generated:	EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. GC 12946; Personnel records, 4 years after termination. PC 832.5(b); 5 years after closure for lack of sustained conduct, 15 years after closure with proof of sustained conduct, confidential document not for public exposure. VC 2542 & 2547; Officer fraud or misrepresentation. 3 years after act or omission. CA SB 16; 5 years for no sustained findings, 15 years for sustained findings CA SB 1421; Release of certain officer records	Chief / Admin	CON	CL+15 CL+5 CL+4
12-01-08	InTime	Time management system for schedules, paid leave, attendance and other time tracking.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	Chief / Admin		DBase

12-00-00 POLICE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
12-01-09	Officer Involved Shootings	Investigations and cases of officer involved shootings and discharge of weapons.	EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. PC 832.5; 5 years after case closure with no sustained misconduct, 15 years with sustained misconduct; confidential document not for public exposure. VC 2542 & 2547; Officer fraud or misrepresentation. 3 years after act or omission. State Recommendation; Closure of case plus 25 years. DOJ regulates, if not involving felonies, the report can be destroyed after 3 years, provided that accounting of incident has been placed with the case file. Department Preference: Maintain officer involved shootings permanently to track history of the case and the officer.	Chief / Admin	V, CON	P
12-01-10	Paid Overtime Sheets	Entered into PDS payroll system and paper maintained in the department. Part of payroll maintained by Finance.	GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines	Chief / Admin		C+2
12-01-11	Retiree Qualification Permits	Identification for police employees and retirees for carrying firearms. Retirees need to qualify for carrying.	GC 34090; 2 year minimum requirement PC 12071, Maintain records PC 12078, Maintain records State Recommendation, 2 years after the license expires.	Chief / Admin	CON	AE+2
12-01-12	Ride Along / Sit Along Requests	For patrol and dispatch.	GC 34090; 2 year minimum requirement	Chief / Admin	CON	C+2
12-02-00	<u>Criminal Investigations Bureau (CIB)</u>					
12-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
12-02-02	Informant Files	Maintained in paper form and entered into RIMS. Includes vice crimes (gang, narcotics, prostitution, robbery).	GC 34090; 2 year minimum requirement State of California Guidelines; 10 years after termination for informant files, no citation stated	CIB	CON	AT+10
12-02-03	Registration Files - 11590 HS	Drug registrants	GC 34090; 2 year minimum requirement HSC 11594; 5 years after termination of parole or probation PC 186.32; 5 years after last registration requirement State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.	CIB		L+2

12-00-00 POLICE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
12-02-04	Registration Files - 290	For sex offenders. Activity based on ORI status. Adults Juvenile	GC 34090; 2 year minimum requirement PC 290; definitions and references WIC 781; * 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.	CIB	V, CON	L+2 * Varies
12-02-05	Registration Files - 457.1	Arson - Adults Arson - Juveniles	GC 34090; 2 year minimum requirement PC 290; definitions and references WIC 781; * 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.	CIB	V, CON	L+2 * Varies
12-03-00	Holding Facility					
12-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
12-03-02	Jail Video Recordings	Maintained in Avigilon.	GC 34090.6; 1 year. If a claim is filed or pending litigation, retain with the case file for 100 days after conclusion of court action. State of California Guidelines; Current Month plus 13 months for surveillance recordings	Chief / Admin		CM+13M
12-03-03	Temporary Holding Facility Questionnaire	Maintained in RMS booking table files with the associated case. Used for bi-annual audits and inspections by the State. Includes medical inmate screenings, detoxification forms, logs of secure / non-secure detention including juvenile cell check, visitor, incident and other jail logs.	HSC 123145; * Under 18 - 1 year after 18th birthday or 7 years, whichever is longer. Over 18 - 7 years after discharge. 15 CCR 1205; Maintain separately from inmate files, no retention listed 15 CCR 1207; Maintain, no retention listed California "Minimum Guidelines for Local Detention Facilities" state "There is no Title 15 regulation related to records retention" for these records. State of California Guidelines; Current year plus 6 years for jail logs	Chief / Admin		CL+7 *
12-03-04	Juvenile Commission Reports	Monthly and annual reports sent to the Juvenile Commission. Form is downloaded from the County website.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.	Chief / Admin		C+2
12-03-05	Inspections	Board of Corrections biennial, health department, fire department, etc.	GC 34090; 2 year minimum requirement State of California Guidelines; After completion plus 6 years for inspections by various agencies	Chief / Admin		CL+6
12-03-06	Daily Inspections	Daily inspections of jail facility performed by desk officer. Hard Chiefies maintained.	GC 34090; 2 year minimum requirement State of California Guidelines; After completion plus 6 years for inspections by various agencies	Chief / Admin		C+6

12-00-00 POLICE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
12-04-00	<u>Personnel & Training Records</u>					
12-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
12-04-02	Personnel Records	Includes equipment released, background checks, employee transaction forms, step increases, corrective evaluations and other materials related to the employee. Similar to the files maintained by HR but contains other confidential information on officers.	Department Preference: Officers requesting reinstatement maintained for 2 years before sending to HR. * Other officers maintained for 6 months after separation.	Personnel	CON	AS+2 *
12-04-03	Background Checks - Unsuccessful Candidates		GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for hired Safety Personnel; 2 years after position closes for Safety Personnel not hired.	Personnel	CON	CL+2
12-04-04	Field Training	All field training materials stored electronically in PowerReady. Also maintain hard Chiefies.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 4 years after termination GC 7920.000; PRA, confidential record status State of California Guidelines; 7 years after termination, no specific citation given. 2 years after termination for certificates and designations training.	Personnel		AS+7
12-04-05	Training Information Management System Database (TIMS)	Used to track all training for officers, including inhouse, POST and other training sessions.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	Personnel		DBase
12-04-06	Training Reimbursement Forms	Used for officer training reimbursements. Duplicated information that is sent to Finance for processing. Maintained for 1 year in PD.	GC 34090.7; Duplicates and reference materials may be destroyed within the 2 year minimum.	Personnel		C
12-04-07	POST Reimbursements	Includes school travel authorizations and training. Separated by schools. POST may audit up to 5 years after the session.	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit Department Preference: Maintain POST reimbursements for the current year plus 5 years to accommodate POST audits.	Personnel		C+5
12-05-00	<u>Property & Evidence</u>					
12-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
12-05-02	Asset Seizure / Forfeiture Form	For monies seized over a certain amount. Requested from a major crimes task force, and ultimately scanned to RIMS with the case file.	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum requirement retention period	Property		C+1

12-00-00 POLICE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
12-05-03	Auction Reports	Reports of items unable to be returned to owners and that are auctioned off to the public.	GC 34090; 2 year minimum requirement State of California Guidelines; No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms.	Property		C+2
12-05-04	Evidence Purge / Disposition	Includes weapons destruction logs, drug destruction logs, deposit receipts, property disposition memorandums and returns to owners.	State of California Guidelines; Permanent for gun destruction. No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms.	Property		P
12-05-05	Property Record / Receipts	Tracks property releases and dispositions. Used to permanently track history of evidence. Separate from the case and not destroyed with the case file.	GC 34090; 2 year minimum requirement State of California Guidelines; No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms.	Property		C+2
12-05-06	Audio Recordings - Routine	Includes telephone and radio communications. If crime related, the District Attorney must request audio within 100 days of the date. The City Attorney will inform the PD about pending litigation.	GC 34090.6; 100 days. * If a claim is filed or pending litigation, retain with the case file. State of California Guidelines; 180 days for audio, telephone and radio communication tapes, with exceptions of recordings pertaining to GC 34090.6 Department Preference: Maintain communication recordings for a rotating 2 year period. Kept in the Verint System.	Property		2Y Rotating *
12-05-07	Body Worn Cameras	Includes all recording systems whether body worn, handheld, or integrated into portable equipment. Non-evidence, Police Report with No Arrest, Detention / Arrest, Traffic / Pedestrian Contact with No Report: Violent Crime Report, Use of Force, Administrative, Complaint Against Employee or Agency: Critical Incident, Homicide:	PC 832.18(5)(A)&(B); 60 days for nonevidentiary data, 2 years for evidentiary data. State of California Guidelines; Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons. EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. CCP 338 et al.; up to 3 years after commission of offense or after realization of offense. PC 832.5; 5 years after case closure with no sustained misconduct, <u>*15 years with sustained misconduct; confidential document not for public exposure.</u> PC 799; No statutes of limitations on actions CCP 335.1; Must commence action within 2 years Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent	Property	CON	2Y 5Y or 15Y * P

12-00-00 POLICE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
12-06-00	<u>Records</u>	** Maintain all case files confidential while active. California Public Records Act to be consulted.				
12-06-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
12-06-02	Sunridge Systems RIMS	Electronic case management system.	Transitory Record: Maintain while actively used by the department or until data is transferred to a new tracking system.	Records	V, CON **	DBase
12-06-03	Case Reports - All Other	Crime reports, DUI's, incidents, mandatory registrants, bookings/arrests, missing persons, restraining orders, criminal protective orders, NCIC entries. May include property, photos, field interview cards, additional documents and any other elements for the case. All files scanned and stored in the RMS system.		Records		
	187 - Murders		PC 187; Definitions PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc.	Records	V, CON **	P
	Accident/Incident Reports, Non-criminal	All cases maintained in RIMS. No current purge schedule	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons.	Records	V, CON **	CL+2
	Accident/Incidents Reports, Fatality Collisions	All cases maintained in RIMS. No current purge schedule.	PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent Department Preference: Maintain felony and fatality accident reports for 25 year after closure to follow other agency practices.	Records	V, CON **	CL+25
	Child Abuse		PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions	Records	V, CON **	CL+10

12-00-00 POLICE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
	Child Molestation		PC 261; Definitions PC 220; Definitions & punishments PC 286; Definitions & punishments PC 288; Definitions & punishments PC 289; Definitions & punishments WIC 781; Juvenile records, when offender reaches age 38, or 5 years after records are sealed. Department of Justice recommends 25 years. Department Preference: Maintain sex crime cases for 2 years after proof of offender's death.	Records	V, CON **	L+2
	Drug / Sex Crime Registration	Sex offenders - Adult Sex offenders - Juvenile	GC 34090; 2 year minimum requirement PC 290; definitions and references WIC 781; * 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.	Records	V, CON **	L+2 * Varies
	Felony Cases, Non-permanent	Does not include murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death	GC 34090, 2 year minimum requirement CCP 338 et al.; up to 3 years after commission of offense or after realization of offense, 6 years for notary public offenses. State of California; Prosecution of cases involving 8 or more years in prison must commence within 6 years.	Records	V, H, CON **	CL+6
	Felony Cases, Permanent	Includes murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, sexual assault, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death.	PC 799, 801.1, 803; No statutes of limitations on actions CCP 335.1; Must commence action within 2 years Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent	Records	V, H, CON **	P
	Marijuana Related Crimes		HSC 11361.5, 11361.7, 11357 B, C, D, or E; 2 years after case closure, * or until offender reaches the age of 18 years provided there are no active warrants associated with the case. Destroy Juvenile marijuana cases after age 18. HSC 11362.1, Legal adult use of cannabis products * Combined cases may be retained for the longest applicable retention period. The District Attorney may vacate the conviction and the City may destroy the case file sooner than the retention period listed.	Records	V, CON **	CL+2 *
	Misdemeanors / Infractions		GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons.	Records	V, CON **	CL+2

12-00-00 POLICE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
	Missing Persons		GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for non-criminal occurrences, including missing persons where person has been returned/found. DOJ recommends permanent for unsolved missing persons.	Records	V, CON **	CL+2
	Officer Involved Shootings	Includes shootings	EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. PC 832.5; 5 years after case closure with no sustained misconduct, 15 years with sustained misconduct; confidential document not for public exposure. VC 2542 & 2547; Officer fraud or misrepresentation. 3 years after act or omission. State Recommendation; Closure of case plus 25 years. DOJ regulates, if not involving felonies, the report can be destroyed after 3 years, provided that accounting of incident has been placed with the case file.	Records	V, CON **	CL+25
	Robberies / Burglary		CCP 338 et al.; up to 3 years after commission of offense or after realization of offense. State Recommendation; Closure of case plus 3 years.	Records	V, CON **	CL+3
	Sex Crimes		PC 261; Definitions PC 220; Definitions & punishments PC 286; Definitions & punishments PC 288; Definitions & punishments PC 289; Definitions & punishments WIC 781; Juvenile records, when offender reaches age 38, or 5 years after records are sealed. Department of Justice recommends 25 years. Department Preference: Maintain sex crime cases for 2 years after proof of offender's death.	Records	V, CON **	L+2
	Stolen Vehicles		CCP 338 et al.; up to 3 years after commission of offense or after realization of offense. State Recommendation; Closure of case plus 3 years.	Records	V, CON **	CL+3
	Unattended Death / Suicide	Suspicious No suspicious circumstances	PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent GC 34090; 2 year minimum requirement	Records	V, H, CON ** V, CON **	P CL+2

12-00-00 POLICE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
	Weapon Crimes	Possession of illegal weapons, carrying concealed weapons, and other crimes relating to the possession or use of illegal weapons where no other crime has occurred.	GC 34090; 2 year minimum requirement Department Preference: Retain weapon crime information for 5 years to track potentially violent individuals.	Records	V, CON **	CL+5
12-06-04	Alcoholic Beverage Control (ABC) Applications	Received from the State for applications for local establishments applying for licenses. Chiefed and sent to Council.	GC 34090; 2 year minimum requirement State of California Guidelines; Life of the business plus 2 years for alcoholic beverage sales permits	Records		L+2
12-06-05	Cash Receipt Books	Log of monies receive at the PD counter.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit	Records		C+4
12-06-06	Civil Subpoenas	Subpoenas for officers in civil cases.	GC 34090.7; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Current year plus 2 years. Courts/County maintain the original record.	Records		C+2
12-06-07	Clearance Letters	Includes requests from persons residing in the City asking for a cursory records check through our RMS system to ascertain if the person has any negative information on file in our RMS system. This request results in a letter stating the results of the records check.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for requests for criminal history	Records		CL+2
12-06-08	Criminal Background Checks	Requests for criminal history for employment background checks. Maintained in RIMS person record.	GC 34090; 2 year minimum requirement CCP 340; 1 year statute of limitations 11 CCR 707(c); 3 years after release of record Department Preference: Maintain checks permanently within RIMS.	Records		P
12-06-09	Livescan Fingerprinting	Includes fingerprinting for job applicants, criminal bookings, registrants and other requests.	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain fingerprint information for city employment for 2 years after termination.	Records	CON	C+2
12-06-10	Monthly DOJ/UCR/BACS (MACR) Report	Electronic statistical report maintained for future analysis maintained in RIMS	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.	Records		C+2
12-06-11	NCIC Validations	National Crime Information Computer. DOJ requires reporting monthly for stolen vehicles/license plates, stolen weapons, warrants, missing persons and restraining orders. Inhouse audit performed and results send electronically to DOJ for cases still outstanding. Results also attached to cases in RIMS.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly, and annual activity/statistical reports.	Records		AU+2
12-06-12	Record Sealings, Adults	Maintained in RIMS.	PC 851.8(a); Factually innocent records, 3 years after arrest, * with district attorney approval.	Records	V, CON	CL+3 *

12-00-00 POLICE DEPARTMENT

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of Record	Special Attributes	Total Retention
12-06-13	Record Sealings, Juveniles	Maintained in RIMS.	Date of court ordered destruction WIC 781; 5 years after sealed by court order for at-risk youth; * WIC 781; When juvenile reaches the age of 38 for murder and/or sex crimes occurring before the child is 14 years of age * WIC 781; For murder and/or sex crimes occurring on or after the child reaches age 14, DO NOT DESTROY.	Records	V, CON	CL+5 *
12-06-14	Taxi Permits & Inspections	Includes vehicle inspections for service providers.	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after termination for taxi licenses and permits	Records		AT+4
12-06-15	Subpoenas Duces Tecum	Subpoenas for records or property. Scanned and maintained with the associated case. Hard Chiefies maintained for the current year.	GC 34090.7; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Courts/County maintain the original record.	Records		C
12-07-00	Traffic Unit					
12-07-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
12-07-02	Equipment Calibrations	Preliminary Alcohol Screening Device, lidar and radar calibration.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after termination of use of equipment for radar calibration records	Traffic		AT+2
12-07-03	Traffic & Parking Citations	Originals are forwarded to the court after agency processing. Includes citations electronically created.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking and traffic citations.	Traffic		C+2

13-00-00 PUBLIC WORKS

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
13-01-00	Public Works Administration					
13-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
13-01-02	Project Management System	Work order system and citizen requests. SeeClickFix for requests and work orders produced through CityWorks.	Transitory Record: Maintain while active or until data is transferred to a new tracking system.	Admin		DBase
13-01-03	Outreach, Education & Notifications	For City-sponsored events. May include photos and other historical information.	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years	Admin		C+2
13-01-04	Safety Programs & Procedures	Includes sign-in sheets, attendance rosters, training materials for safety training classes and events.	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 7920.000 PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.	Admin		C+7
13-01-05	Infrastructure Plans & Maps	Plans and maps for infrastructure systems throughout the City, such as . Includes historical maps	GC 34090(a); Real property records, maintain GC 4003, 4004; Maintain HSC 19850; Building Plans - Life of Building, with exceptions CCP 337.15; 10 years State of California Guidelines; Permanent	Admin		P
13-01-06	Agency Reports	Reports to Regional Water Quality Control Board, California Integrated Water Quality System, California Air Resources Board, CalRecycle (SB 1383) and other regular agency reports.	GC 34090; 2 year minimum requirement CCP338(k); 6 year statute of limitations for air quality records State of California Guidelines; Current year plus 7 years for AQMD records	Admin		CL+7
13-01-07	Infrastructure Inspections	Includes inspections of City facilities and infrastructure.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects.	Admin		CL+2
13-01-08	Standard Operating Procedures	Procedures for all Public Works divisions.	GC 34090; 2 year minimum Administrative Record, State of California Guidelines recommends retaining for 2 years after superseded.	Admin		S+2

13-00-00 PUBLIC WORKS

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
13-02-00	Code Enforcement					
13-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
13-02-02	Code Enforcement Cases	CentralSquare is used to track cases, violation notices, correspondence and other case related documents. Some case reports are stored in the shared drive. May start out through SeeClickFix, Code Enforcement hotline voicemails, or emails from other departments.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.	Code		CL+2
13-03-00	Fleet					
13-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
13-03-02	Maintenance Contracts	Includes contracts for vendor activities. Maintained electronically on the shared drive.	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.	Operations & Maintenance		CL+4
13-03-03	Vehicle & Equipment Maintenance Records	Paper history and reports of equipment and vehicles. Includes registration, purchase, maintenance and other specific vehicle and equipment related information. Tracked in Collective Data.	GC 34090; 2 year minimum requirement State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles.	Operations & Maintenance		L+2
13-03-04	Vehicle Pink Slips	Maintained in a safe. Only retain pink slips until the vehicle leaves our possession. Transfer of title to the new owners when the vehicle is sold/donated.	GC 34090; 2 year minimum requirement State of California Guidelines state life of the vehicle plus 2 years for title records of vehicles. State does not reference any citations.	Operations & Maintenance		L+2
13-03-05	Biennial Inspection of Terminals (BIT) Records	Inspection of vehicles by the State Department of Transportation.	GC 34090; 2 year minimum requirement VC 3450.12; maintain inspection reports for at least 2 years. 25 month inspection period.	Operations & Maintenance		C+2
13-03-06	Biennial Inspection of Terminals (BIT) Audits	Annual California Highway Patrol audit of Biennial Inspection of Terminals records. Review drivers licenses, drug pull records, driver training and medical records for drivers.	GC 34090; 2 year minimum requirement VC 3450.12; maintain inspection reports for at least 2 years. 25 month inspection period.	Operations & Maintenance		C+2
13-03-07	BAR Inspections	Combined with California Air Resources Board.	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency. Department Preference: Maintain inspection records for 2 years after completion to follow State retention for the California Air Resources Board permit.	Operations & Maintenance		CL+2

13-00-00 PUBLIC WORKS

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
13-03-08	Portable Diesel Equipment	Bay Area Air Quality Management District inspects these records periodically (if there is a change or addition to the equipment).	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency. Department Preference: Maintain inspection records for 2 years after completion to follow State retention for the California Air Resources Board permit.	Operations & Maintenance		CL+2
13-03-09	Diesel & Gas Smog Inspections	Maintained in CFA and in hard copy form.	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency. Department Preference: Maintain inspection records for 2 years after completion to follow State retention for the California Air Resources Board permit.	Operations & Maintenance		CL+2
13-03-10	Daily Vehicle Inspection Log	Inspection of vehicles by drivers prior to driving. Required by the State Department of Transportation. Includes safety equipment, liquid levels, tire condition, appearance, operations, lights. Maintain the old and new books in the vehicle.	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.	Operations & Maintenance		C+2
13-03-11	Weekly Fuel Island Inspections & Logs	Includes inspections of gas and diesel fuel tanks. County inspects the tanks monthly and maintains the records. No records maintain by the City.	GC 34090; 2 year minimum requirement CCP 337; SOL of 4 years State of California Guidelines; 3 years after audit	Operations & Maintenance		CL+3
13-03-12	Fuel Usage & Tax Reports	Includes underground storage tank reports and other fuel tax reports. Tanks located at the Fire stations.	GC 34090; 2 year minimum requirement CCP 337; Statutes of limitations of 4 years State of California Guidelines; 3 years after audit	Operations & Maintenance		CL+3
13-03-13	Hazardous Waste Manifests	Used for disposal of oil filters, used oil, sweeping compound and other hazardous waste materials. Maintained in paper format to report to the Environmental Protection Agency.	GC 34090; 2 year minimum requirement 40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.	Operations & Maintenance		C+10
13-03-14	Tire Disposal Records	Release slips from the recycler.	GC 34090; 2 year minimum requirement 40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.	Operations & Maintenance		C+10

13-00-00 PUBLIC WORKS

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
13-04-00	Parking					
13-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
13-04-02	Collections	Coin collection reports. Maintained in paper format in the front office and the Parking shop.	GC 34090; 2 year minimum requirement CCP 337; Statutes of limitations of 4 years State of California Guidelines; 4 years after audit	Operations & Maintenance		C+4
13-04-03	Meter Reports	Includes finance and meter reports maintained in hosted software system.	GC 34090; 2 year minimum requirement CCP 337; Statutes of limitations of 4 years State of California Guidelines; 4 years after audit	Operations & Maintenance		C+4
13-04-04	Parking Permits	Permits ordered by Public Works and distribution is provided through the hosted software system. Permits issued monthly and quarterly for the downtown parking district.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Temporary Use Permits	Operations & Maintenance		AE+2
13-05-00	Sewers					
13-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
13-05-02	Sewer Basin Cleaning	Maintained in a spreadsheet and in CityWorks and See Click Fix	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.	Operations & Maintenance		CL+2
13-05-03	Sanitary Sewer Master Plan	Master plan for the City's sewer system.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.	Operations & Maintenance		S+2
13-05-04	Inspections & Assessments	Includes schedules for inspections and results.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.	Operations & Maintenance		CL+2
13-06-00	Storm Drains					
13-06-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
13-06-02	Storm Lines & Catch Basin Cleaning	Maintained in a spreadsheet and in CityWorks.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.	Operations & Maintenance		CL+2

13-00-00 PUBLIC WORKS

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
13-06-03	Adopt-A-Storm Drain	Supplies distribution to volunteers.	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain outreach records for the Current Year plus 2 years	Operations & Maintenance		C+2
13-06-04	Inspections & Assessments	Includes schedules for inspections and results.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.	Operations & Maintenance		CL+2
13-07-00	<u>Streets</u>					
13-07-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
13-07-02	Street Maintenance Projects	Maintained by supervisor to track street maintenance projects. Includes sidewalks, signs, striping/markings, maintenance projects and other street information.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.	Operations & Maintenance		CL+2
13-07-03	Street Lighting & Traffic Signals	Includes the street light infrastructure and plans.	CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years	Operations & Maintenance		L+3
13-07-04	Citizen Requests	Correspondence with residents requesting street lights.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.	Operations & Maintenance		CL+2
13-07-05	Street Cleanup Program	Includes cleanup efforts for homeless encampments, 4th of July, illegal dumping and other cleanup. Communications to coordinate cleanups.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.	Operations & Maintenance		CL+2
13-07-06	Inspections & Assessments	Includes schedules for inspections and results.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance and operations.	Operations & Maintenance		CL+2
13-08-00	<u>Sustainability</u>					
13-08-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
13-08-02	SB 1383 Reporting	Annual reports to CalRecycle.	GC 34090; 2 year minimum requirement CCP338(k); 6 year statute of limitations for air quality records State of California Guidelines; Current year plus 7 years for AQMD records	Operations & Maintenance		CL+7

13-00-00 PUBLIC WORKS

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
13-08-03	Material Procurement	Required by SB 1383 to procure compost, mulch and paper products. Currently tracked in a spreadsheet. Compliance requirement by CalRecycle . Supports the associated grant.	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. Retention may be longer as stated in the agreement.	Operations & Maintenance		AFP+5 *
13-08-04	Non-compliance Letters	Sent to residences and commercial businesses. Required by CalRecycle. Saved electronically and on a tracking spreadsheet.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.	Operations & Maintenance		CL+2
13-08-05	Free Shuttle Program	Contracted service. Ridership, expenditures and performance reports sent to the County. Relates to the grant.	29 CFR 97.36(i)(11); 3 years after final payment 29 CFR 97.42(b); 3 years after final payment 2 CFR 200.334; 3 years after final expenditure report for federal grants State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. Retention may be longer as stated in the agreement.	Operations & Maintenance		AFP+5 *
13-08-06	Compost Pail Distribution Program	Submissions automatically sent to admin distribution email group and resident information saved to distribution list spreadsheet. Required by Cal Recycle. Spreadsheet to track inventory saved in shared drive.	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain solid waste reports for the current year plus 2 years.	Operations & Maintenance		C+2
13-09-00	Engineering Division Permits					
13-09-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
13-09-02	Encroachment Permits	Includes encroachments like "dig once" trenching, sewer lateral replacements, potholing, street cuts, storage containers, paving and other temporary encroachments not related to Capital Improvement Projects.	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for maintenance projects, and for temporary use permits.	Engineering		AE+2
13-09-03	Grading Permits	Includes erosion control compliance and other grading permits.	GC 34090(a) Real property records, maintain Permanently GC 4003, 4004; Maintain HSC 19850; Life of Building, with exceptions State of California Guidelines; Permanent for construction based encroachment permits.	Engineering		P
13-09-04	Hauling Permits		GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for maintenance projects, and for temporary use permits.	Engineering		AE+2

13-00-00 PUBLIC WORKS

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
13-09-05	Oversize Transportation Permits	Temporary use permit for access of oversized vehicles.	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for temporary use permits.	Engineering		AE+2
13-09-06	Plan Check Logs, Encroachments	For projects like fiber installation, utilities and other large project encroachments.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for various logs	Engineering		C+2
13-09-07	Sidewalk & Outdoor Dining Permits		GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for temporary use permits.	Engineering		AE+2
13-09-08	On-call Agreements		GC 34090; 2 year minimum requirement Administrative Record, State of California Guidelines Department Preference: Maintain contract backup information for 2 years after the contract is closed or project complete.	Engineering		CL+2
13-10-00	<u>Capital Improvement Program</u>					
13-10-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
13-10-02	Capital Improvement Projects	Construction of new facilities. Electronic format since 2000. Construction Records including planning, design, construction, conversion or modification of local government- owned facilities, structures & systems; environmental / California Environmental Quality Act reports and documents (i.e.. streets, curbs, gutters, sidewalks, storm drains, etc.): Engineering Project Records. Supporting documents including appraisal reports, bidders lists, non-environmental reports, work orders, schedules, exhibits, construction staking documentation and correspondence:	GC 34090(a); Permanent for real property related documents GC 4003, 4004, Maintain CCP 337.15; 10 years State of California Guidelines; Permanent for capital improvements CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.	Engineering		P CL+10
13-11-00	<u>Private Developments</u>					
13-11-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
13-11-02	Benchmarking & Surveying		GC 34090(a); Permanent for land and property related documents State of California Guidelines; Permanent for surveys	Engineering	V	P

13-00-00 PUBLIC WORKS

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
13-11-03	Easements & Right-of-Way	Includes easements inside the parcel / lot.	GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent	Engineering	V	P
13-11-04	Lot Splits & Lot Line Adjustments	Includes correspondence with surveyors, plan review information and other project related documents used to support Community Development projects.	GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent	Engineering	V	P
13-11-05	Parcel Map Working Files	Includes correspondence with surveyors, plan review information and other project related documents used to support Community Development projects. Referenced through the County.	GC 34090; 2 year minimum requirement CCP 337.15; 10 years	Engineering		CL+10
13-11-06	Plan Reviews - Planning		GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement. Duplicates must not be kept longer than the retention life of the original record.	Engineering		ACT
13-11-07	Subdivision Working Files	Includes correspondence with surveyors, plan review information and other project related documents used to support Community Development projects. Referenced through the County.	GC 34090; 2 year minimum requirement CCP 337.15; 10 years	Engineering		CL+10
13-12-00	Traffic Advisory Committee					
13-12-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
13-12-02	Agendas/Agenda Packets	Includes traffic change requests.	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years	Engineering		C+2
13-12-03	Minutes		GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent	Engineering	V, H	P
13-12-04	Traffic Change Requests	Includes written responses to requests and work orders. Organized electronically by address or location.	GC 34090; 2 year minimum requirement Department Preference: Maintain traffic change requests for 2 years after the request is accommodated or denied.	Engineering		CL+2
13-12-05	Traffic Studies & Traffic Surveys		GC 34090; 2 year minimum requirement State of California Guidelines; Completion of survey plus 2 years	Engineering		CL+2

13-00-00 PUBLIC WORKS

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
13-13-00	<u>Waste Water Administration (Water Quality Control Plant)</u>					
13-13-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
13-13-02	Service Contracts	Includes maintenance and services of the building. Maintained on the S Drive.	CCP 337.2; Statute of limitations of 4 years CCP 343; Statute of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.	Admin		CL+4
13-13-03	Utility Bills	Received from Pacific Gas & Electric and processed through the Plant. Paper format kept onsite.	GC 34090; 2 year minimum requirement CCP 337; Statutes of limitations of 4 years	Admin		C+4
13-13-04	Time Cards	Time entered into PDS tracking system and paper maintained. Time cards not signed and used for internal audits.	GC 34090; 2 year minimum requirement 29 CFR 516.2; Maintain 29 CFR 516.6; 2 years RTC 19530; 3 years after tax return due RTC 19704; 6 year statute of limitations LC 1174; 2 years after pay period 26 CFR 31.6001-1; 4 years after tax return due 29 USC 255(a); 2 to 3 years statute of limitations for minimum wages State of California Guidelines; 6 years after audit	Admin		C+6
13-13-05	Facilities Permits	State Water Resources Control Board, San Mateo County Health & Safety, Bay Area Air Quality Management District, Environmental Protection Agency, underground water and other permits. Includes calculations and data sent to the agency. Does not include NPDES.	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for municipal facility rental / use permits	Admin / Maintenance		AE+2
13-13-06	Sewer Spills	Inspection and remediation of sewer spills.	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample.	Admin		C+5
13-14-00	<u>Environmental Compliance (Water Quality Control Plant)</u>					
13-14-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
13-14-02	NPDES Permits & Applications	For stormwater, water and waste water. Maintained electronically on the S Drive.	40 CFR 122.28; Maintain NPDES general permits State of California Guidelines; Permanent for NPDES permits	Environ Compl		P

13-00-00 PUBLIC WORKS

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
13-14-03	Agency Reporting	Includes compliance reports to the State Water Resources Control Board. Maintained electronically on the S Drive.	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample.	Environ Compl		C+5
13-14-04	Violation Notifications	Notifications for violations by the City from regional boards. Not for NPDES. Maintained in paper format.	NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample.	Environ Compl		C+3
13-14-05	Pretreatment Permits	Includes permits and inspections for restaurants, laundry facilities and all industries operating in the City. Annual permits include local discharge limits permits, groundwater permit applications, retail food facility permit applications and other issued permits.	27 CCR 15185(c); 5 years for hazardous waste enforcement documents 40 CFR 122.21; 3 years after approval 40 CFR 122.41; 3 years after report State of California Guidelines; Current year plus 5 years for discharge monitoring reports	Environ Compl		C+5
13-15-00	<u>Maintenance (Water Quality Control Plant)</u>					
13-15-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
13-15-02	Process Maintenance	Includes biofilter, scrubbing system, odor control, and other process maintenance. Documents include work requests and other documents related to maintenance. Maintained in Lumin.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.	Maintenance		CL+2
13-15-03	Lift Stations	Maintenance records. Maintained in Lumin.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.	Maintenance		CL+2
13-15-04	Maintenance Service Contracts	Includes supporting documents and workpapers. Originals maintained by the City Clerk's Office.	CCP 337.2; Statute of limitations of 4 years CCP 343; Statute of limitations of 4 years 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al.	Maintenance		CL+4
13-15-05	Plant Walkthrough	Safety checklist performed twice annually.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.	Maintenance		CL+2
13-15-06	Equipment Inventory	Purchase orders, purchase date and inventories.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for equipment inventory records	Maintenance		S+2
13-16-00	<u>Operations (Water Quality Control Plant)</u>					
13-16-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
13-16-02	Chemicals	Includes invoices, delivery receipts / packing slips and bills of lading for chlorine, ferrous chloride, polymers, sodium bisulfite and other chemicals.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations State of California Guidelines; 4 years after audit	Operations		C+4

13-00-00 PUBLIC WORKS

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
13-16-03	Operations & Maintenance Manuals	Reference documents for equipment maintenance.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after termination for several kinds of equipment manuals. Administrative Decisions; Life of the equipment plus 2 years for equipment manuals & specifications.	Operations		L+2
13-16-04	Lead Operator Reports	Daily activity log book tracking trends for general operations. Scanned and saved on the shared drive. Originals maintained in a binder.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for operations and maintenance records.	Operations		CL+2
13-16-05	Daily Operations Checklist	Checklist created by the operators on equipment readings and data.	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis Current year plus 12 years for compliance records.	Operations		C+12
13-16-06	Tonnage Reports & Waste Hauling	Provided by the sludge disposal service. Tonnage reports and bills of lading.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for tonnage reports.	Operations		C+2
13-16-07	SCADA Reports	Includes telemetry, as-builts, maintenance and work performed. Signed by staff performing the associated tasks. Reports discontinued in 2023.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for operations and maintenance records.	Operations		CL+2
13-17-00	Laboratory (Water Quality Control Plant)					
13-17-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.	City-wide		AR
13-17-02	Chemical Records	Includes invoices, delivery receipts, packing slips and bills of lading for chlorine, ferrous chloride, polymers, sodium bisulfate and other chemicals.	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations State of California Guidelines; 4 years after audit	Laboratory		C+4
13-17-03	Bacteriological & Chemical Analysis, Raw Data and Testing	Includes BOD, COD, ELAP, ERA, FGL, BSK, pretreatment, lab and chlorine testing results, beach sampling, weekly, quarterly and annual sampling, and other testing results.	40 CFR 141.33(a); 5 years after completion for bacterial testing State of California Guidelines; Current year plus 5 years for bacteriological analysis.	Laboratory		C+5
13-17-04	Lab Certification	Includes ELAP audits and accreditation, operator certificates, lab analyst records and other certification documents.	40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 12 for State certification compliance reports	Laboratory		C+12
13-17-05	Lab Equipment Inventory	Current equipment in use. Includes equipment log books.	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for equipment inventory records	Laboratory		S+2
13-17-06	Chain of Custody	Includes chain of custody records and invoices for contract lab work.	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.	Laboratory		C+12

13-00-00 PUBLIC WORKS

Series Code	Series Name	Description of Documents	© State of California Government Code (GC), Citations & Legal Basis	Office of REnviron Complord	Special Attributes	Total Retention
13-17-07	Daily Sample Logs	Logs of analysis of sewage sludge and discharge.	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records. 40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis Current year plus 12 years for compliance records.	Laboratory		C+12
13-17-08	Standard Operating Procedure Manuals	For quality assurance, standards & methods, refrigerated samples, regulations, standard operating procedures, inventory and procedures.	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records. 40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis Current year plus 12 years for compliance records. Department Preference: Maintain SOPs for 12 years after superseded to meet the longest compliance retention period.	Laboratory		S+12
13-17-09	Calibration	Calibration and quality assurance log sheets and reports. Internal and external calibration.	40 CFR 122.41; 3 years for calibration records Department Preference: Maintain calibration records for at least the current year plus 12 years after completion to match water testing retention under 40 CFR 141.91 and 40 CFR 141.33.	Laboratory		C+12
13-17-10	Lab Reports	Includes annual, monthly and lab reports for State Water Quality Control Board, sewer system overflows, and fats, oils & grease inspections.	40 CFR 141.33; 10 years after completion 40 CFR 141.91; 12 years after completion State of California Guidelines; Current year plus 10 years for chemical analysis.	Laboratory		C+12
13-17-11	Contract Laboratories	Includes testing results from contract labs such as CalTest.	40 CFR 141.33; 5 years after completion State of California Guidelines; Current year plus 5 years for bacteriological analysis. Department Preference: Maintain sub-contracted lab records for at least the current year plus 12 years to match retention of water analysis records under 40 CFR 141.91 and 40 CFR 141.33.	Laboratory		C+12
13-17-12	Hazardous Waste Manifests	Used for chemicals, used oil and other hazardous waste materials.	GC 34090; 2 year minimum requirement 40 CFR 122.21; 3 to 5 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.	Laboratory		C+10